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FBP10121 Certificate I in Food Processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification describes the basic skills and knowledge required for entry level workers, who work under direct supervision, in a food processing environment. At this level, workers have the technical skills to use a very limited range of equipment to process food and carry out routine and predictable tasks, guided by a supervisor.

All work must be carried out to comply with workplace procedures, in accordance with state/territory food safety, and health and safety codes, regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 9 units of competency:
  - 5 core units plus
  - 4 elective units.

The electives are to be chosen as follows:

- at least 2 units from Group A
- up to 2 units from Group B
- up to 2 units from any currently endorsed Training Package or accredited course. Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

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FBPFSY1002	Follow work procedures to maintain food safety
FBPOPR1017	Follow work procedures to maintain quality
FBPOPR2074	Carry out manual handling tasks
FBPPPL1001	Communicate workplace information
FBPWHS1001	Identify safe work practices

Elective Units

Group A

FBPBPG1001	Pack or unpack product manually
FBPBPG2010	Operate a case packing process
FBPOPR1011	Operate automated washing equipment
FBPOPR1012	Prepare basic mixes
FBPOPR1013	Operate basic equipment
FBPOPR1014	Monitor process operation
FBPOPR1015	Participate effectively in a workplace environment
FBPOPR1016	Take and record basic measurements
FBPOPR2079	Work with temperature controlled stock
FBPOPR2088	Operate pumping equipment
FBPOPR2089	Operate a production process
FBPOPR2094	Clean equipment in place
FBPOPR2095	Clean and sanitise equipment
FBPRBK1001	Finish products
MSMENV272	Participate in environmentally sustainable work practices
TLID0006	Move materials mechanically using automated equipment

Group B

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FSKDIG001	Use digital technology for short and basic workplace tasks
FSKLRG002	Identify strategies to respond to short and simple workplace problems
FSKLRG004	Use short and simple strategies for work-related learning
FSKNUM003	Use whole numbers and halves for work
FSKNUM004	Use basic and familiar metric measurements for work
FSKNUM006	Use simple and highly familiar spatial information for work
FSKNUM007	Use simple data for work
FSKOCM002	Engage in short and simple spoken exchanges at work
FSKRDG002	Read and respond to short and simple workplace signs and symbols
FSKRDG004	Read and respond to short and simple workplace information
FSKWTG002	Write short and simple workplace formatted texts
FSKWTG003	Write short and simple workplace information

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP10121 Certificate I in Food Processing	FBP10117 Certificate I in Food Processing	Core units revised Packaging rules updated	Not equivalent

Links

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FBP10221 Certificate I in Baking

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification describes the basic skills and knowledge of an individual preparing for entry level work or training in a commercial baking environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 8 units of competency:
  - 6 core units plus
  - 2 elective units.

Elective units must ensure the integrity of the qualification's Australian Quality Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome.

The electives are to be chosen as follows:

- 1 from the electives listed below
- 1 from the electives listed below, or any currently endorsed Training Package or accredited course that is packaged at a Certificate I or II level.

Core Units

FBPFSY1002	Follow work procedures to maintain food safety

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FBPOPR1012	Prepare basic mixes
FBPOPR1013	Operate basic equipment
FBPRBK1001	Finish products
FBPWHS1001	Identify safe work practices
FSKNUM009	Use familiar and simple metric measurements for work

Elective Units

FBPRBK2001	Assist non laminated pastry production
FBPRBK2003	Assist sponge cake production
FBPRBK2004	Assist basic bread production

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP10221 Certificate I in Baking	FBP10217 Certificate I in Baking	Unit codes updated in core	Equivalent

Links

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FBP20122 Certificate II in Food Processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 8.0.

Qualification Description

This qualification describes the skills and knowledge required for those who work in operational roles, under supervision, in a food processing environment. At this level, workers have the technical skills to use a limited range of machinery and/or equipment to process food and carry out routine tasks guided by established procedures.

Users should note there are specialist components that cover the processing of meat in the *AMP Meat Processing Training Package*, and specialist components that cover the processing of seafood in the *SFI Seafood Industry Training Package*.

All work must be carried out to comply with workplace procedures, in accordance with state/territory food safety, and health and safety codes, regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 4 core units plus
  - 9 elective units.

The electives are to be chosen as follows:

- at least 5 units from Group A
- up to 3 units from Group B

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- up to 3 units from any currently endorsed Training Package or accredited course. Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

FBPFSY2002	Apply food safety procedures
FBPOPR2071	Provide and apply workplace information
FBPOPR2096	Follow procedures to maintain good manufacturing practice in food processing
FBPWHS2001	Participate in work health and safety processes

Elective Units

Group A

AMPX219	Follow electronic labelling and traceability systems in a food processing establishment
BSBTEC201	Use business software applications
FBPBEV2004	Identify key stages and beer production equipment in a brewery
FBPBPG2009	Operate a beverage packaging process
FBPBPG2010	Operate a case packing process
FBPBPG2011	Operate a fill and seal process
FBPBPG2012	Operate a packaging process
FBPBSH201	Participate in wild harvesting of native plants for food processing
FBPCON2010	Operate an enrobing process
FBPCON2011	Operate a chocolate tempering process
FBPDPR2007	Operate a cooling and hardening process
FBPEGG2003	Work on an egg grading floor
FBPEGG2004	Operate egg grading and packing floor equipment

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FBPFAV2002	Apply hydro-cooling processes to fresh produce
FBPFAV3003	Conduct chemical wash for fresh produce
FBPFSY2003	Maintain food safety when loading, unloading and transporting food
FBPHVB2001	Freeze and thaw dough
FBPOPR2019	Fill and close product in cans
FBPOPR2062	Work in a clean room environment
FBPOPR2065	Conduct routine maintenance
FBPOPR2066	Apply sampling procedures
FBPOPR2068	Operate a process control interface
FBPOPR2069	Use numerical applications in the workplace
FBPOPR2070	Apply quality systems and procedures
FBPOPR2074	Carry out manual handling tasks
FBPOPR2075	Work effectively in the food processing industry
FBPOPR2076	Inspect and sort materials and product
FBPOPR2077	Operate a bulk dry goods transfer process
FBPOPR2078	Work in a freezer storage area
FBPOPR2079	Work with temperature controlled stock
FBPOPR2080	Operate a blending, sieving and bagging process
FBPOPR2082	Operate a mixing or blending process
FBPOPR2083	Operate a baking process
FBPOPR2084	Apply work procedures to maintain integrity of processed product
FBPOPR2085	Operate a grinding process
FBPOPR2086	Operate a frying process
FBPOPR2087	Operate a mixing or blending and cooking process

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FBPOPR2088	Operate pumping equipment
FBPOPR2089	Operate a production process
FBPOPR2090	Operate a freezing process
FBPOPR2091	Operate a holding and storage process
FBPOPR2092	Operate a continuous freezing process
FBPOPR2093	Operate an automated cutting process
FBPOPR2094	Clean equipment in place
FBPOPR2095	Clean and sanitise equipment
FBPOPR2097	Operate a depositing process
FBPPPL2001	Participate in work teams and groups
FBPPPL2002	Work in a socially diverse environment
FBPSUG2022	Operate a waste water treatment system
FBPSUG2024	Perform standard tests on cane samples
FSKDIG001	Use digital technology for short and basic workplace tasks
FSKLRG008	Use simple strategies for work-related learning
FSKNUM009	Use familiar and simple metric measurements for work
FSKNUM012	Use familiar and simple data for work
FSKOCM003	Participate in familiar spoken interactions at work
FSKRDG005	Read and respond to simple workplace procedures
FSKWTG009	Write routine workplace texts
MSMENV272	Participate in environmentally sustainable work practices
MSL973025	Perform basic tests
MSS402084	Undertake root cause analysis
SIRRMER001	Produce visual merchandise displays

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SIRRRTF001	Balance and secure point-of-sale terminal
SIRXPDK001	Advise on products and services
SIRXRSK001	Identify and respond to security risks
TLID0016	Operate a forklift

Group B

FBPBPG1001	Pack or unpack product manually
FBPFSY1002	Follow work procedures to maintain food safety
FBPOPR1011	Operate automated washing equipment
FBPOPR1012	Prepare basic mixes
FBPOPR1013	Operate basic equipment
FBPOPR1014	Monitor process operation
FBPOPR1015	Participate effectively in a workplace environment
FBPOPR1016	Take and record basic measurements
FBPOPR1017	Follow work procedures to maintain quality
FBPPPL1001	Communicate workplace information
FBPWHS1001	Identify safe work practices

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP20122 Certificate II in Food Processing	FBP20121 Certificate II in Food Processing	Updated superseded unit Added new unit of competency to qualification in Group A	Equivalent

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FBP20221 Certificate II in Baking

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification describes the skills and knowledge of a baker's assistant working in a commercial baking environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 11 units of competency:
  - 7 core units plus
  - 4 elective units.

Elective units must ensure the integrity of the qualification's Australian Quality Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome.

The electives are to be chosen as follows:

- 1 from the units listed in Group A
- 2 from the remaining units listed in Group A or units listed in Group B
- 1 from the remaining units listed in Group A, or units listed in Group B, or any currently endorsed Training Package or accredited course that is packaged at a Certificate II or III level.

Core Units

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FBPFSY2002	Apply food safety procedures
FBPOPR2069	Use numerical applications in the workplace
FBPOPR2071	Provide and apply workplace information
FBPRBK2002	Use food preparation equipment to prepare fillings
FBPRBK2005	Maintain ingredient stores
FBPRBK3005	Produce basic bread products
FBPWHS2001	Participate in work health and safety processes

Elective Units

Group A

FBPRBK3002	Produce non laminated pastry products
FBPRBK3008	Produce sponge cake products
FBPRBK3014	Produce sweet yeast products

Group B

FBPPPL2002	Work in a socially diverse environment
FBPRBK3009	Produce biscuit and cookie products
HLTAID011	Provide First Aid
SIRRMER002	Merchandise food products
SIRXPDK001	Advise on products and services
SIRXSLS001	Sell to the retail customer

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP20221 Certificate	FBP20217 Certificate	Unit codes updated in core	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
II in Baking	II in Baking	and electives	

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FBP20418 Certificate II in Pharmaceutical Manufacturing

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 7.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Qualification Description

This qualification describes the skills and knowledge for support roles within pharmaceutical manufacturing environments. Roles covered include equipment and facility cleaners, production machinery operators and packing line workers that work under routine supervision where the work is predictable and structured with limited judgement requirements.

Work must comply with good manufacturing practice, health and safety and environmental regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 12 units of competency:
  - 5 core units, plus
  - 7 elective units.

Elective units must ensure the integrity of the qualifications' Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 4 must be from electives Group A

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- 3 from the remaining units listed in groups A or B, or any currently endorsed Training Package or accredited course.

Core Units

FBPOPR2071	Provide and apply workplace information
FBPPHM2001	Follow work procedures to maintain Good Manufacturing Practice requirements
FBPPHM3004	Clean and sanitise facilities and equipment
FBPWHS2001	Participate in work health and safety processes
MSMENV272	Participate in environmentally sustainable work practices

Elective Units

Group A

FBPBPG3002	Operate the labelling process
FBPBPG2012	Operate a packaging process
FBPOPR2074	Carry out manual handling tasks
FBPOPR2076	Inspect and sort materials and product
FBPOPR2078	Work in a freezer storage area
FBPOPR2079	Work with temperature controlled stock
FBPOPR3008	Load and unload tankers
FBPPHM3003	Work in a controlled environment
FBPPHM3021	Operate a pharmaceutical production process
TLIG2007	Work in a socially diverse environment

Group B

AMPX207	Vacuum pack product
BSBTEC201	Use business software applications

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BSBTWK201	Work effectively with others
FBPOPR2069	Use numerical applications in the workplace
FBPOPR2070	Apply quality systems and procedures
TLIA0019	Despatch stock
TLIA0024	Replenish stock
TLIA2014	Use product knowledge to complete work operations
TLID0015	Load and unload goods/cargo
TLID0016	Operate a forklift
TLID0021	Store and handle dangerous goods and hazardous substances
TLIK2010	Use infotechnology devices in the workplace
TLILIC0003	Licence to operate a forklift truck

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FBP20418 Certificate II in Pharmaceutical Manufacturing Release 2	FBP20418 Certificate II in Pharmaceutical Manufacturing Release 1	Unit codes updated where out of date	Equivalent

Links

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FBP20521 Certificate II in Wine Industry Operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification describes the skills and knowledge required for entry level workers in the wine industry. These workers carry out routine work under supervision, in a range of sectors, including:

- process tasks in bottling and packaging, cellar operations and laboratory testing
- customer service tasks in cellar door
- tasks related to viticulture, harvesting and post-harvesting.

All work must be carried out to comply with workplace procedures, in accordance with state/territory food safety, and health and safety, regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 3 core units, plus
  - 10 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome.

The electives are to be chosen as follows:

- up to 10 may be selected from the elective units listed below

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- up to 3 units may be selected from any currently endorsed Training Package or accredited course.

No more than 4 of the 10 electives selected can be coded with an AQF indicator above level 2 or reflect outcomes above AQF level 2.

Core Units

FBPFSY2002	Apply food safety procedures
FBPOPR2070	Apply quality systems and procedures
FBPWHS2001	Participate in work health and safety processes

Elective Units

Group A Bottling and Packaging

FBPBPG2001	Operate the bottle supply process
FBPBPG2002	Operate the carton erection process
FBPBPG2003	Operate the carton packing process
FBPBPG2004	Operate the palletising process
FBPBPG2005	Operate the electronic coding process
FBPBPG2006	Operate the bottle capsuling process
FBPBPG2007	Operate manual bottling and packaging processes
FBPBPG2008	Perform basic packaging tests and inspections

Group B Cellar Door

FBPCDS2001	Conduct a standard product tasting
FBPCDS2002	Provide and present wine tourism information
FBPCDS2003	Sell cellar door products and services
FBPCDS3001	Conduct winery and site tours
FBPWIN2003	Conduct sensory evaluation of wine
SITHFAB002	Provide responsible service of alcohol

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Group C Cellar Operations

FBPCEL2001	Perform oak handling activities
FBPCEL2002	Perform fermentation operations
FBPCEL2003	Operate the ion exchange process
FBPCEL2005	Perform must draining operations
FBPCEL2006	Operate the crushing process
FBPCEL2007	Prepare and make additions and finings
FBPCEL2008	Carry out inert gas handling operations
FBPCEL2009	Carry out transfer operations

Group D Laboratory

MSL912001	Work within a laboratory or field workplace (induction)
MSL922001	Record and present data
MSL943004	Participate in laboratory or field workplace safety
MSL952001	Collect routine site samples
MSL952002	Handle and transport samples or equipment
MSL972001	Conduct routine site measurements
MSL973013	Perform basic tests

Group E Viticulture

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

AHCCHM201	Apply chemicals under supervision
AHCIRG219	Assist with low volume irrigation operations
AHCIRG221	Assist with pressurised irrigation operations
AHCMOM202	Operate tractors

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AHCSOL203	Assist with soil or growing media sampling and testing
FBPVIT2001	Bench graft vines
FBPVIT2002	Carry out potting operations
FBPVIT2003	Hand prune vines
FBPVIT2004	Pick grapes by hand
FBPVIT2005	Maintain callusing environment
FBPVIT2006	Obtain and process rootlings
FBPVIT2007	Tend containerised nursery plants
FBPVIT2008	Train vines
FBPVIT2009	Plant vines by hand
FBPVIT2010	Take and process vine cuttings
FBPVIT2011	Operate vineyard equipment
FBPVIT2012	Identify and treat nursery plant disorders
FBPVIT2013	Recognise disorders and identify pests and diseases
FBPVIT2014	Perform pest control activities
FBPVIT2015	Carry out basic canopy maintenance
FBPVIT2016	Carry out hot water treatment
FBPVIT2018*	Support mechanical harvesting operations

Group F General

AHCWRK209	Participate in environmentally sustainable work practices
FBPOPR2065	Conduct routine maintenance
FBPOPR2066	Apply sampling procedures
FBPOPR2068	Operate a process control interface
FBPOPR2069	Use numerical applications in the workplace

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FBPOPR2071	Provide and apply workplace information
FBPOPR2074	Carry out manual handling tasks
FBPOPR2094	Clean equipment in place
FBPOPR2095	Clean and sanitise equipment
FBPPPL2001	Participate in work teams and groups
FBPWHS2002	Identify and control risks in own work
FBPWIN2001	Perform effectively in a wine industry workplace
FBPWIN2002	Communicate wine industry information
HLTAID011	Provide First Aid
RIIWHS202E	Enter and work in confined spaces
SITXCCS003	Interact with customers
TLID2003	Handle dangerous goods/hazardous substances
TLIG2007	Work in a socially diverse environment
TLIK2010	Use infotechnology devices in the workplace
TLILIC0003	Licence to operate a forklift truck

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
FBPVIT2018 Support mechanical harvesting operations	AHCMOM202 Operate tractors

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FBP20521 Certificate II in Wine Industry	FBP20518 Certificate II in Wine Industry	Unit codes updated in core and electives	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
Operations	Operations		

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBP30121 Certificate III in Food Processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification reflects the role of individuals working as operators in a food processing environment who have responsibility for overseeing all or part of a processing plant and related equipment. They are required to work autonomously, use judgement, interpret information, and apply solutions to routine and some non-routine problems. They may also take some responsibility for the output of others.

This qualification offers specialisations in:

- Bottling and Packaging
- Brewing
- Confectionery
- Dairy Processing (cheese, powder and/or milk)
- Distilling
- Edible Oils (refining or cold pressing edible oils)
- Milling
- Non-alcoholic Beverages (fruit juice, cordial)
- Pet Food (companion animals)
- Quality (for operator roles)
- Sales
- Stock Feed (cattle, horses, sheep, pigs, poultry, fish – animals that produce for human consumption).

Users should note there are specialist components that cover the processing of meat and poultry in the *AMP Meat Processing Training Package*, and specialist components that cover the processing of seafood in the *SFI Seafood Industry Training Package*.

All work must be carried out to comply with workplace procedures, in accordance with state/territory food safety, and work health and safety codes, regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

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Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 17 units of competency:
  - 5 core units plus
  - 12 elective units.

The electives are to be chosen as follows:

- at least 6 units from elective Groups A – M
- up to 3 units from elective Group N
- up to 4 units from this or any other endorsed training package or accredited course. Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome.

Any combination of electives that meets the packaging rules above can be selected for the award of the *FBP30121 Certificate III in Food Processing.*

Where appropriate, electives may be packaged to provide a qualification with a specialisation area as follows:

- At least 5 Group A electives must be selected for the award of the *Certificate III in Food Processing (Bottling and Packaging)*
- At least 5 Group B electives must be selected for the award of the *Certificate III in Food Processing (Brewing)*
- At least 5 Group C electives must be selected for the award of the *Certificate III in Food Processing (Confectionery)*
- At least 5 Group D electives must be selected for the award of the *Certifi*cate III in Food Processing (Dairy Processing)
- At least 5 Group E electives must be selected for the award of the Certificate III in Food Processing (Distilling)
- At least 5 Group F electives must be selected for the award of the Certificate III in Food Processing (Edible Oils)
- At least 5 Group G electives must be selected for the award of the Certificate III in Food Processing (Milling)
- At least 5 Group H electives must be selected for the award of the Certificate III in Food Processing (Non-alcoholic Beverages)
- At least 5 Group I electives must be selected for the award of the Certificate III in Food Pr*ocessing (Pet Food)*
- At least 5 Group J electives must be selected for the award of the *Certificate III in Food Processing (Quality)*
- At least 5 Group K electives must be selected for the award of the *Certificate III in Food Processing (Sales)*

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- At least 5 Group L electives must be selected for the award of the *Certificate III in Food Processing (Stock Feed)*

Where two specialisations are chosen the award of qualification would read (for example) *Certificate III in Food Processing (Confectionary and Quality)*

Core Units

FBPFSY3003	Monitor the implementation of food safety and quality programs
FBPFSY3004	Participate in traceability activities
FBPOPR3019	Operate and monitor interrelated processes in a production or packaging system
FBPOPR3021	Apply good manufacturing practice requirements in food processing
FBPWHS3001	Contribute to work health and safety processes

Elective Units

Group A – Bottling and Packaging

FBPBPG3001	Operate the bottle filling process
FBPBPG3002	Operate the labelling process
FBPBPG3003	Operate the softpack filling process
FBPBPG3004	Operate the bottle sealing process
FBPBPG3007	Perform packaging equipment changeover
FBPBPG3010	Operate and monitor a carbonated beverage filling process
FBPBPG3011	Operate and monitor a high speed wrapping process
FBPBPG3012	Operate and monitor a form, fill and seal process
FBPBPG4001	Manage bottling and packaging processes
FBPBPG4002	Manage filling and packaging of fermented beverages
FBPOPR3004	Set up a production or packaging line for operation

Group B – Brewing

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FBPBEV3001	Operate and monitor a wort production process
FBPBEV3002	Prepare and monitor beer yeast propagation processes
FBPBEV3003	Operate and monitor a brewery fermentation process
FBPBEV3004	Operate and monitor a beer filtration process
FBPBEV3007	Operate and monitor a beer maturation process
FBPGRA3019	Prepare malted grain
FBPGRA3020	Blend and dispatch malt
MSL973013	Perform basic tests

Group C – Confectionery

FBPCON3001	Operate a complex chocolate depositing process
FBPCON3002	Operate and monitor a boiled confectionery process
FBPCON3003	Operate and monitor a chocolate conching process
FBPCON3004	Operate and monitor a confectionery depositing process
FBPCON3005	Operate and monitor a granulation and compression process
FBPCON3006	Operate and monitor a panning process
FBPCON3007	Operate and monitor a chocolate refining process
FBPCON3008	Operate and monitor a starch moulding process

Group D – Dairy Processing

FBPCHE3003	Conduct cheese making operations
FBPCHE3004	Carry out processing for a range of artisan cheeses
FBPCHE3005	Operate and monitor a cheese pressing and moulding process
FBPDPR3001	Operate and monitor a curd production and cutting process

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FBPDPR3002	Operate and monitor a fermentation process
FBPDPR3003	Control batch processing for powdered milk products
FBPDPR3004	Operate and monitor a butter churning process
FBPDPR3005	Operate and monitor a butter oil process
FBPFST4002	Carry out sampling and testing of milk at receival
FBPOPR3007	Operate a bulk liquid transfer process
FBPOPR3010	Operate and monitor a filtration process
FBPOPR3011	Operate and monitor a heat treatment process
FBPOPR3012	Operate and monitor a drying process
FBPOPR3013	Operate and monitor an homogenising process
FBPOPR3016	Operate and monitor a separation process
FBPOPR3023	Operate and monitor an evaporation process
FBPOPR4001	Apply principles of statistical process control

Group E – Distilling

FBPCEL3004	Operate an earth filtration process
FBPCEL3013	Perform rectification (continuous still) operations
FBPCEL3017	Perform single column lees stripping (continuous still brandy) operations
FBPCEL3018	Perform dual column distillation (continuous still brandy) operations
FBPTEC3003	Filter fermented beverages
FBPTEC3004	Prepare, fill and store barrels for aging spirits

Group F – Edible Oils

FBPOIL3001	Operate a degumming and neutralisation process

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FBPOIL3002	Operate and monitor a bleaching process
FBPOIL3003	Operate and monitor a deodorising process
FBPOIL3004	Operate and monitor a flake preparation process
FBPOIL3005	Operate and monitor a complecting process
FBPOIL3006	Operate and monitor a soap splitting process
FBPOIL3007	Operate and monitor an interesterification process
FBPOIL3008	Operate and monitor a hydrogenation process
FBPOIL3009	Clean and mill olives
FBPOIL3010	Operate and monitor a malaxer
FBPOIL3011	Operate and monitor an olive oil separation process
FBPOIL3012	Operate and monitor storage of virgin olive oil
FBPOPR3007	Operate a bulk liquid transfer process
FBPOPR3010	Operate and monitor a filtration process

Group G – Milling

FBPGRA3023	Operate and monitor grain conditioning
FBPGRA3024	Operate and monitor grain cleaning
FBPGRA3025	Receive and handle grain in a storage area
FBPGRA3026	Operate and monitor sifting and grading
FBPGRA3027	Monitor a purification system
FBPGRA3028	Monitor scratch and sizing
FBPGRA3029	Monitor a break roll
FBPGRA3030	Operate and monitor a reduction system

Group H – Non-alcoholic Beverages

FBPBEV3005	Operate and monitor juice processing

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FBPBEV3006	Control and monitor fruit and/or vegetable washing and milling
FBPBPG3001	Operate the bottle filling process
FBPBPG3004	Operate the bottle sealing process
FBPBPG3010	Operate and monitor a carbonated beverage filling process
FBPOPR3004	Set up a production or packaging line for operation
FBPOPR3010	Operate and monitor a filtration process
FBPOPR3011	Operate and monitor a heat treatment process

Group I – Pet Food

FBPGRA3021	Control batch processing for micronutrients or additives in stock feed
FBPGRA3022	Confirm feed product meets animal nutrition requirements
FBPOPR3014	Operate and monitor a retort process
FBPOPR3015	Pre-process raw materials
FBPOPR3017	Prepare food products using basic cooking methods
FBPOPR3024	Operate and monitor an extrusion process

Group J – Quality

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

FBPFSY3005	Control contaminants and allergens in food processing
FBPFSY4003	Perform an allergen risk review
FBPFSY4004*	Provide accurate food allergen information to consumers
FBPFSY4005	Conduct a traceability exercise
FBPOPR3009	Participate in sensory analyses

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FBPPPL3003	Participate in improvement processes
FBPPPL3005	Participate in an audit process
FBPPPL3008	Establish compliance requirements for work area
FBPSUG3007	Perform factory control tests
MSL933006	Contribute to the achievement of quality objectives
MSL973013	Perform basic tests
MSL974019	Perform chemical tests and procedures

Group K – Sales

BSBESB301	Investigate business opportunities
BSBESB403	Plan finances for new business ventures
BSBESB404	Market new business ventures
BSBOPS304	Deliver and monitor a service to customers
SIRRMER005	Implement visual merchandising concepts
SIRWSLS002	Analyse and achieve sales targets
SIRXCEG006	Provide online customer service
SIRXSLS003	Achieve sales results
TLIX0013X	Maintain stock control and receivals

Group L – Stock Feed

FBPGRA3017	Operate and monitor a liquid, mash or block stock feed process
FBPGRA3018	Operate and monitor a pelleting process
FBPGRA3021	Control batch processing for micronutrients or additives in stock feed
FBPGRA3022	Confirm feed product meets animal nutrition requirements

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FBPGRA3023	Operate and monitor grain conditioning
FBPGRA3024	Operate and monitor grain cleaning
FBPGRA3025	Receive and handle grain in a storage area
FBPGRA3026	Operate and monitor sifting and grading
FBPOPR3015	Pre-process raw materials
FBPOPR3024	Operate and monitor an extrusion process

Group M – General Electives

AHCBIO303	Apply biosecurity measures
AHCBIO401	Plan and implement a biosecurity program
AHCWRK310	Provide on-job training support
FBPBEV3008	Manufacture roast and ground coffee
FBPFAV3003	Conduct chemical wash for fresh produce
FBPFAV3004	Program fresh produce grading equipment
FBPFST4003	Apply digital technology in food processing
FBPFSY3002	Participate in a HACCP team
FBPGPS3001	Operate and monitor a creamed honey manufacture process
FBPOPR3007	Operate a bulk liquid transfer process
FBPOPR3008	Load and unload tankers
FBPOPR3018	Identify dietary, cultural and religious considerations for food production
FBPOPR3020	Plan, conduct and monitor equipment maintenance
FBPOPR3022	Receive and store raw materials for food processing
FBPPPL3004	Lead work teams and groups
FBPPPL3006	Report on workplace performance

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FBPPPL3007	Support and mentor individuals and groups
FBPTEC3001	Apply raw materials, ingredient and process knowledge to production problems
FBPTEC3002	Implement the pest prevention program
FBPTEC4008	Participate in product recalls
FSKDIG003	Use digital technology for non-routine workplace tasks
FSKLRG009	Use strategies to respond to routine workplace problems
FSKNUM015	Estimate, measure and calculate with routine metric measurements for work
FSKNUM019	Interpret routine tables, graphs and charts and use information and data for work
FSKOCM004	Use oral communication skills to participate in workplace meetings
FSKRDG008	Read and respond to information in routine visual and graphic texts
FSKRDG009	Read and respond to routine standard operating procedures
FSKWTG008	Complete routine workplace formatted texts
HLTWHS005	Conduct manual tasks safely
MSL934004	Maintain and calibrate instruments and equipment
MSL973016	Perform aseptic techniques
MSL974017	Prepare, standardise and use solutions
MSMSUP310	Contribute to the development of workplace documentation
MSMSUP390	Use structured problem-solving tools
MSS403010	Facilitate change in an organisation implementing competitive systems and practices
MSS403021	Facilitate a Just in Time system
MSS403040	Facilitate and improve implementation of 5S

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MSS403085	Ensure process improvements are sustained
TAEDEL301	Provide work skill instruction
TLIA0015	Organise receival and despatch operations

Group N – Other Electives

FBPBPG2001	Operate the bottle supply process
FBPBPG2002	Operate the carton erection process
FBPBPG2003	Operate the carton packing process
FBPBPG2005	Operate the electronic coding process
FBPBPG2009	Operate a beverage packaging process
FBPBPG2010	Operate a case packing process
FBPBPG2011	Operate a fill and seal process
FBPBPG2012	Operate a packaging process
FBPCON2010	Operate an enrobing process
FBPCON2011	Operate a chocolate tempering process
FBPHVB3001	Operate and monitor a cooling and wrapping process
FBPHVB3002	Operate and monitor a laminated pastry production process
FBPHVB3003	Operate and monitor a pastry forming and filling process
FBPHVB3004	Manufacture wafer products
FBPHVB3005	Operate and monitor a doughnut making process
FBPOPR2068	Operate a process control interface
FBPOPR2069	Use numerical applications in the workplace
FBPOPR2070	Apply quality systems and procedures
FBPOPR2071	Provide and apply workplace information
FBPOPR2074	Carry out manual handling tasks

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FBPOPR2077	Operate a bulk dry goods transfer process
FBPOPR2078	Work in a freezer storage area
FBPOPR2079	Work with temperature controlled stock
FBPOPR2080	Operate a blending, sieving and bagging process
FBPOPR2081	Measure non-bulk ingredients
FBPOPR2082	Operate a mixing or blending process
FBPOPR2085	Operate a grinding process
FBPOPR2088	Operate pumping equipment
FBPOPR2089	Operate a production process
FBPOPR2091	Operate a holding and storage process
FBPOPR2093	Operate an automated cutting process
FBPOPR2094	Clean equipment in place
FBPOPR2095	Clean and sanitise equipment
FBPOPR2097	Operate a depositing process
FBPOPR3015	Pre-process raw materials
FBPPPL2001	Participate in work teams and groups
FBPPPL2002	Work in a socially diverse environment
FBPSUG2024	Perform standard tests on cane samples
MSS402051	Apply quality standards
MSS402080	Undertake root cause analysis

Prerequisite requirements

Unit of competency	Prerequisite requirement
FBPFSY4004 Provide accurate food allergen information to consumers	FBPFSY4003 Perform an allergen risk review

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP30121 Certificate III in Food Processing (with or without specialisation)	FBP30117 Certificate III in Food Processing	Packaging rules updated Core units updated Specialisations added Qualification merged with FBP30617 Certificate III in Food Processing (Sales)	Not equivalent
FBP30121 Certificate III in Food Processing	FBP30617 Certificate III in Food Processing (Sales)	Qualification merged with FBP30117 Certificate III in Food Processing	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBP30321 Certificate III in Cake and Pastry

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification describes the skills and knowledge of a pastry cook who bakes cake, pastry and biscuit products working in a commercial baking environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 15 units of competency:
  - 11 core units plus
  - 4 elective units.

Elective units must ensure the integrity of the qualification's Australian Quality Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 2 must be from those units listed in Group A and an additional 2 may be chosen from Group A
- up to 1 from those units listed in Group B
- up to 2 from those units listed in Group C.

Core Units

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FBPFSY2002	Apply food safety procedures
FBPOPR2069	Use numerical applications in the workplace
FBPRBK2002	Use food preparation equipment to prepare fillings
FBPRBK3001	Produce laminated pastry products
FBPRBK3002	Produce non laminated pastry products
FBPRBK3008	Produce sponge cake products
FBPRBK3009	Produce biscuit and cookie products
FBPRBK3010	Produce cake and pudding products
FBPRBK3013	Schedule and produce cake and pastry production
FBPRBK3018	Produce basic artisan products
FBPWHS2001	Participate in work health and safety processes

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

FBPRBK3003	Produce specialist pastry products
FBPRBK3004	Produce meringue products
FBPRBK3005	Produce basic bread products
FBPRBK4003*	Produce gateaux, tortes and entremets
SITXHRM001	Coach others in job skills

Group B

SIRRMER002	Merchandise food products
SIRXPDK001	Advise on products and services
SIRXSLS001	Sell to the retail customer

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Group C

FBPFSY3002	Participate in a HACCP team
FBPOPR3017	Prepare food products using basic cooking methods
FBPOPR3018	Identify dietary, cultural and religious considerations for food production
FBPRBK3016	Control and order bakery stock
FBPRBK4004	Develop baked products
HLTAID011	Provide First Aid

Prerequisite requirements

Unit of competency	Prerequisite requirement
FBPRBK4003 Produce gateaux, tortes and entremets	FBPRBK3010 Produce cake and pudding products

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP30321 Certificate III in Cake and Pastry	FBP30317 Certificate III in Cake and Pastry	Unit codes updated in core and electives	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBP30421 Certificate III in Bread Baking

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification describes the skills and knowledge of a bread baker who bakes bread products working in a commercial baking environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 14 units of competency:
  - 9 core units plus
  - 5 elective units.

Elective units must ensure the integrity of the qualification's Australian Quality Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 2 must be from those units listed in Group A and an additional 3 units may be chosen from Group A
- up to 1 from those units listed in Group B
- up to 2 from those units listed in Group C.

Core Units

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FBPFSY2002	Apply food safety procedures
FBPOPR2069	Use numerical applications in the workplace
FBPRBK3005	Produce basic bread products
FBPRBK3006	Produce savoury bread products
FBPRBK3007	Produce specialty flour bread products
FBPRBK3012	Schedule and produce bread production
FBPRBK3014	Produce sweet yeast products
FBPRBK3018	Produce basic artisan products
FBPWHS2001	Participate in work health and safety processes

Elective Units

Group A

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

FBPRBK2002	Use food preparation equipment to prepare fillings
FBPRBK3008	Produce sponge cake products
FBPRBK3011*	Produce frozen dough products
FBPRBK3017*	Operate plant baking processes
FBPRBK4001*	Produce artisan bread products
SITXHRM001	Coach others in job skills

Group B

SIRRMER002	Merchandise food products
SIRXPDK001	Advise on products and services
SIRXSLS001	Sell to the retail customer

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Group C

FBPFSY3002	Participate in a HACCP team
FBPOPR3017	Prepare food products using basic cooking methods
FBPOPR3018	Identify dietary, cultural and religious considerations for food production
FBPRBK3016	Control and order bakery stock
FBPRBK4004	Develop baked products
HLTAID011	Provide First Aid

Prerequisite requirements

Unit of competency	Prerequisite requirement
FBPRBK3011 Produce frozen dough products	FBPRBK3005 Produce basic bread products
FBPRBK3017 Operate plant baking processes	FBPRBK3005 Produce basic bread products
FBPRBK4001 Produce artisan bread products	FBPRBK3005 Produce basic bread products

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP30421 Certificate III in Bread Baking	FBP30417 Certificate III in Bread Baking	Unit codes updated in core and electives	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBP30521 Certificate III in Baking

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification describes the skills and knowledge of a baker who bakes bread, cake, pastry and biscuit products working in a commercial baking environment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 19 units of competency:
  - 15 core units plus
  - 4 elective units.

Elective units must ensure the integrity of the qualification's Australian Quality Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 2 must be from those units listed in Group A and an additional 2 may be chosen from Group A
- up to 1 from those units listed in Group B
- up to 2 from those units listed in Group C.

Core Units

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FBPFSY2002	Apply food safety procedures
FBPOPR2069	Use numerical applications in the workplace
FBPRBK2002	Use food preparation equipment to prepare fillings
FBPRBK3001	Produce laminated pastry products
FBPRBK3002	Produce non laminated pastry products
FBPRBK3005	Produce basic bread products
FBPRBK3006	Produce savoury bread products
FBPRBK3007	Produce specialty flour bread products
FBPRBK3008	Produce sponge cake products
FBPRBK3009	Produce biscuit and cookie products
FBPRBK3010	Produce cake and pudding products
FBPRBK3014	Produce sweet yeast products
FBPRBK3015	Schedule and produce bakery production
FBPRBK3018	Produce basic artisan products
FBPWHS2001	Participate in work health and safety processes

Elective Units

Group A

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

FBPRBK3003	Produce specialist pastry products
FBPRBK3004	Produce meringue products
FBPRBK3011*	Produce frozen dough products
FBPRBK3017*	Operate plant baking processes
FBPRBK4001*	Produce artisan bread products
FBPRBK4003*	Produce gateaux, tortes and entremets

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SITXHRM001	Coach others in job skills

Group B

SIRRMER002	Merchandise food products
SIRXPDK001	Advise on products and services
SIRXSLS001	Sell to the retail customer

Group C

FBPFSY3002	Participate in a HACCP team
FBPOPR3017	Prepare food products using basic cooking methods
FBPOPR3018	Identify dietary, cultural and religious considerations for food production
FBPRBK3016	Control and order bakery stock
FBPRBK4004	Develop baked products
HLTAID011	Provide First Aid

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
FBPRBK3011 Produce frozen dough products	FBPRBK3005 Produce basic bread products
FBPRBK3017 Operate plant baking processes	FBPRBK3005 Produce basic bread products
FBPRBK4001 Produce artisan bread products	FBPRBK3005 Produce basic bread products
FBPRBK4003 Produce gateaux, tortes and entremets	FBPRBK3010 Produce cake and pudding products

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP30521 Certificate III in Baking	FBP30517 Certificate III in Baking	Unit codes updated in core and electives	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBP30721 Certificate III in Rice Processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceuticals Training Package Version 6.0.

Qualification Description

The qualification provides a general vocational outcome in rice production work that enables individuals to mill process and package rice grain products, mill rice flour and manufacture rice consumer products on an industrial scale.

Individuals with this qualification to perform tasks involving a broad range of skills that are applied in a wide variety of contexts, which will involve discretion and judgement in selecting and operating equipment, coordinating resources and applying contingency measures during work.

Job roles vary across different industry sectors and may include:

- Rice miller
- Rice flour miller
- Rice production worker
- Rice packaging worker
- Rice food manufacturing worker.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 15 units of competency made up of:

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- 8 core units plus
- 7 elective units

Elective units must ensure the integrity of the qualification's Australian Quality Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 2 must be from group A
- 3 must be from any in group B, C, D and E
- 2 from the remaining units listed in groups A, B, C, D, E or F or any currently endorsed Training Package or accredited course packaged at Certificate III or Certificate IV, with no more than 1 unit packaged at Certificate IV.

Any combination of electives that meets the packaging rules can be selected for the award of the Certificate III in Rice Processing.

Where appropriate, electives may be packaged to provide a qualification with a specialisation area as follows:

- A minimum of 3 electives from Group B must be selected for award of the *Certificate III in Rice Processing (Rice Miller)*
- A minimum of 3 electives from Group C must be selected for award of the *Certificate III in Rice Processing (Rice Flour Miller)*
- A minimum of 3 electives from Group D must be selected for award of the *Certificate III in Rice Processing (Rice Product Manufacturer)*
- A minimum of 3 electives from Group E must be selected for award of the *Certificate III in Rice Processing (Rice Receival and Storage)*

Core Units

FBPFSY2002	Apply food safety procedures
FBPFSY3003	Monitor the implementation of food safety and quality programs
FBPOPR2070	Apply quality systems and procedures
FBPPPL3004	Lead work teams and groups
FBPSUG3008	Analyse and convey workplace information
FBPWHS3001	Contribute to work health and safety processes
FSKNUM031	Apply specialised mathematical calculations for work
MSL973013	Perform basic tests

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Elective Units

Group A Rice Processing

FBPOPR3004	Set up a production or packaging line for operation
FBPOPR3019	Operate and monitor interrelated processes in a production or packaging system
FBPTEC3001	Apply raw materials, ingredient and process knowledge to production problems

Group B Rice Miller

FBPGRA3006	Implement a paddy receival and grain cleaning process
FBPGRA3007	Implement a rice blending and cleaning process
FBPGRA3008	Implement a rice colour sorting process
FBPGRA3011	Implement a rice grading process
FBPGRA3012	Implement a rice hulling and separation process
FBPGRA3015	Implement a rice whitening process

Group C Rice Flour Miller

FBPGRA3009	Implement a rice flour break process
FBPGRA3010	Implement a rice flour grading process
FBPGRA3016	Implement a rice flour blending process
FBPGRA4005	Lead flour milling shift operations
FBPGRA4006	Control mill processes and performance

Group D Rice Product Manufacturer

FBPBPG3002	Operate the labelling process
FBPGRA3013	Implement a rice product manufacturing process
FBPHVB3015	Operate and monitor a griddle production process

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FBPOPR3014	Operate and monitor a retort process
FBPPPL3003	Participate in improvement processes
FBPPPL3008	Establish compliance requirements for work area

Group E Rice Receival and Storage

FBPGRA3005	Conduct rice harvest receivals
FBPGRA3014	Implement a rice seed preparation and storage system
FBPTEC3002	Implement the pest prevention program

Group F General Electives

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

AHCBAC204	Prepare grain storages
FBPFSY3002	Participate in a HACCP team
FBPGRA2014	Operate a rice vitamin enrichment process
FBPGRA3018	Operate and monitor a pelleting process
FBPGRA3025	Receive and handle grain in a storage area
FBPOPR2068	Operate a process control interface
FBPOPR2082	Operate a mixing or blending process
FBPOPR2087	Operate a mixing or blending and cooking process
FBPOPR3012	Operate and monitor a drying process
FBPOPR3024	Operate and monitor an extrusion process
FBPOPR4001	Apply principles of statistical process control
FBPPPL3003	Participate in improvement processes
FBPPPL3005	Participate in an audit process
FBPPPL3006	Report on workplace performance

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FBPPPL4001*	Manage people in the work area
FBPPPL4002	Plan and coordinate production equipment maintenance
FBPPPL4003	Schedule and manage production
FBPPPL4009*	Optimise a work process
FBPTEC4002	Apply principles of food packaging
FBPTEC4003	Control food contamination and spoilage
FBPTEC4004	Apply basic process engineering principles to food processing
FBPTEC4005	Apply an understanding of food additives
MSMBLIC001	Licence to operate a standard boiler
MSMENV272	Participate in environmentally sustainable work practices
MSMPER200	Work in accordance with an issued permit
MSMPER201	Monitor and control work permits
MSMPER300*	Issue work permits
MSMSUP303	Identify equipment faults
PMASUP420	Minimise environmental impact of process
SITXHRM001	Coach others in job skills
TLID2003	Handle dangerous goods/hazardous substances
TLIJ0001	Apply grain protection measures
TLIX0004X	Administer inventory systems
TLIX0013X	Maintain stock control and receivals
TLILIC0003	Licence to operate a forklift truck

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
FBPPPL4001 Manage people	FBPPPL3001Support and mentor individuals and groups

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in the work area	
FBPPPL4009 Optimise a work process	FBPPPL3003 Participate in improvement processes
MSMPER300 Issue work permits	MSMWHS201 Conduct hazard analysis

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP30721 Certificate III in Rice Processing	FBP30717 Certificate III in Rice Processing	Unit codes updated in core and electives	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBP30822 Certificate III in Pharmaceutical Manufacturing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 7.0.

Qualification Description

This qualification describes the skills and knowledge for production and packaging roles carried out under broad supervision within pharmaceutical manufacturing environments. Individuals with this qualification perform tasks involving a broad range of skills that are applied in a wide variety of contexts, which will involve discretion and judgement in selecting and operating equipment, coordinating resources and applying contingency measures during work.

Work must comply with good manufacturing practice, health and safety and environmental regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 16 units of competency:
  - 5 core units, plus
  - 11 elective units.

Elective units must ensure the integrity of the qualifications' Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 5 must be from group A
- 4 must be from group B
- 2 from the remaining units listed in groups A or B, or any currently endorsed Training Package or accredited course.

Core Units

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BSBWHS311	Assist with maintaining workplace safety
FBPPHM3003	Work in a controlled environment
FBPPHM3004	Clean and sanitise facilities and equipment
FBPPHM3020	Apply Good Manufacturing Practice requirements
FBPPHM3021	Operate a pharmaceutical production process

Elective Units

Group A

FBPOPR2082	Operate a mixing or blending process
FBPOPR3019	Operate and monitor interrelated processes in a production or packaging system
FBPPHM3005	Operate a concentration process
FBPPHM3006	Operate an extraction process
FBPPHM3008	Operate an aseptic fill and seal process
FBPPHM3009	Operate an aseptic form, fill and seal process
FBPPHM3010	Operate a compressing process
FBPPHM3011	Dispense pharmaceutical raw materials
FBPPHM3012	Operate an encapsulation process
FBPPHM3013	Operate a granulation process
FBPPHM3014	Operate a liquid manufacturing process
FBPPHM3015	Operate a tablet coating process
FBPPHM3017	Coordinate a label store
FBPPHM3018	Operate a sterilisation process using an autoclave
FBPPHM3019	Operate a chromatography manufacturing process
MSL922001	Record and present data
MSS402061	Use SCADA systems in operations

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Group B

BSBWRT311	Write simple documents
FBPOPR2070	Apply quality systems and procedures
FBPOPR3004	Set up a production or packaging line for operation
FBPPPL3003	Participate in improvement processes
FBPPPL3005	Participate in an audit process
FBPPPL3006	Report on workplace performance
FBPTEC3001	Apply raw materials, ingredient and process knowledge to production problems
FBPWHS2001	Participate in work health and safety processes
HLTAID011	Provide First Aid
MSL973013	Perform basic tests
MSMENV272	Participate in environmentally sustainable work practices
MSMPMC400	Carry out stock control
MSMSUP303	Identify equipment faults
MSMSUP310	Contribute to the development of workplace documentation
MSMSUP390	Use structured problem-solving tools
MSS402021	Apply Just in Time procedures
MSS403085	Ensure process improvements are sustained
SIRCDIS006	Maintain dispensary stock
TLIA0003	Complete and check import/export documentation
TLIA0004	Complete receival and despatch documentation
TLIA0015	Organise receival and despatch operations
TLIA0029	Monitor temperature controlled stock
TLIX0004X	Administer inventory systems

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TLIX0013X	Maintain stock control and receivals

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP30822 Certificate III in Pharmaceutical Manufacturing	FBP30821 Certificate III in Pharmaceutical Manufacturing	Unit codes, including core unit, updated to reflect current codes	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBP30921 Certificate III in Wine Industry Operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification describes the skills and knowledge required for operational workers in the wine industry. These workers carry out skilled tasks under broad direction in a range of sectors, including:

- procedural and technical tasks in bottling and packaging, cellar operations and laboratory testing
- customer service tasks in cellar door
- tasks related to wine grape growing, harvesting and post-harvesting.

This qualification offers a general outcome as well as sector-specific specialisations.

All work must be carried out to comply with workplace procedures, in accordance with state/territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 19 units of competency:
  - 4 core units, plus
  - 15 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

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- up to 15 from the elective units listed below, with no more than 6 units coded with an AQF level 2 indicator or that reflect AQF level 2 outcomes
- up to 4 units may be selected from any currently endorsed Training Package or accredited course that are coded with an AQF indicator above level 2 or reflect outcomes above AQF level 2
- no more than 5 units may be selected that are coded with an AQF indicator above level 3 or reflect outcomes above AQF level 3
- only one of the following units may be selected:
  - FBPCEL2007 Prepare and make additions and finings
  - FBPCEL3019 Prepare and apply complex additions and finings.

Any combination of electives that meets the packaging rules can be selected for the award of the *Certificate III in Wine Industry Operations*.

Where appropriate, electives may be packaged to provide a qualification with a specialisation area as follows.

- For the award of the *Certificate III in Wine Industry Operations (Bottling and Packaging)* at least 6 units from Group A Bottling and Packaging must be chosen
- For the award of the *Certificate III in Wine Industry Operations (Cellar Door)* at least 6 units from Group B Cellar Door must be chosen
- For the award of the *Certificate III in Wine Industry Operations (Cellar Operations)* at least 6 units from Group C Cellar Operations must be chosen
- For the award of the *Certificate III in Wine Industry Operations (Laboratory)* at least 6 units from Group D Laboratory must be chosen
- For the award of the *Certificate III in Wine Industry Operations (Viticulture)* at least 6 units from Group E Viticulture must be chosen.

Core Units

BSBWHS311	Assist with maintaining workplace safety
FBPFSY2002	Apply food safety procedures
FBPPPL3003	Participate in improvement processes
FBPPPL3006	Report on workplace performance

Elective Units

Group A Bottling and Packaging

FBPBPG2001	Operate the bottle supply process
FBPBPG2002	Operate the carton erection process
FBPBPG2003	Operate the carton packing process

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FBPBPG2004	Operate the palletising process
FBPBPG2005	Operate the electronic coding process
FBPBPG2006	Operate the bottle capsuling process
FBPBPG2008	Perform basic packaging tests and inspections
FBPBPG3001	Operate the bottle filling process
FBPBPG3002	Operate the labelling process
FBPBPG3003	Operate the softpack filling process
FBPBPG3004	Operate the bottle sealing process
FBPBPG3005	Operate the tirage and transfer process
FBPBPG3006	Operate traditional sparkling wine processes
FBPBPG3007	Perform packaging equipment changeover
FBPBPG3008	Operate an automated carton packing process
FBPBPG3009	Operate an automated palletising process
FBPBPG4003	Coordinate wine operations packaging processes
FBPOPR3004	Set up a production or packaging line for operation
FBPOPR3019	Operate and monitor interrelated processes in a production or packaging system

Group B Cellar Door

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

FBPCDS2001	Conduct a standard product tasting
FBPCDS2002	Provide and present wine tourism information
FBPCDS3001	Conduct winery and site tours
FBPCDS3002	Plan and deliver a wine tasting event
FBPCDS3003	Coordinate winery hospitality activities

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FBPWIN2003	Conduct sensory evaluation of wine
FBPWIN3001*	Evaluate wines (advanced)
SIRXCEG004	Create a customer-centric culture
SIRXMKT003	Manage promotional activities
SITHFAB002	Provide responsible service of alcohol
SITHFAB012	Provide advice on Australian wines
SITHFAB013	Provide advice on imported wines

Group C Cellar Operations

FBPCEL2001	Perform oak handling activities
FBPCEL2002	Perform fermentation operations
FBPCEL2003	Operate the ion exchange process
FBPCEL2004	Perform heat exchange operations
FBPCEL2007	Prepare and make additions and finings
FBPCEL2008	Carry out inert gas handling operations
FBPCEL2009	Carry out transfer operations
FBPCEL3001	Handle and store spirits
FBPCEL3002	Operate the continuous clarification by separation (flotation) process
FBPCEL3003	Operate the concentration process
FBPCEL3004	Operate an earth filtration process
FBPCEL3005	Operate the pressing process
FBPCEL3006	Operate the fine filtration process
FBPCEL3007	Operate clarification by separation (centrifugation) process
FBPCEL3008	Operate the rotary vacuum filtration process

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FBPCEL3009	Operate the crossflow filtration process
FBPCEL3010	Operate the decanter process
FBPCEL3011	Operate the reverse osmosis process
FBPCEL3013	Perform rectification (continuous still) operations
FBPCEL3014	Prepare and monitor wine cultures
FBPCEL3017	Perform single column lees stripping (continuous still brandy) operations
FBPCEL3018	Perform dual column distillation (continuous still brandy) operations
FBPCEL3019	Prepare and apply complex additions and finings
FBPCEL4001	Coordinate wine operations vintage processes
FBPCEL4002	Coordinate wine operations clarification processes
FBPCEL4003	Coordinate wine operations filtration processes
FBPCEL4004	Coordinate wine operations general cellar processes

Group D Laboratory

MSL904002	Perform standard calibrations
MSL924003	Process and interpret data
MSL924004	Use laboratory application software
MSL933008	Perform calibration checks on equipment and assist with its maintenance
MSL973013	Perform basic tests
MSL973014	Prepare working solutions
MSL973015	Prepare culture media
MSL973016	Perform aseptic techniques
MSL973019	Perform microscopic examination
MSL974017	Prepare, standardise and use solutions

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Group E Viticulture

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

AHCCHM304	Transport and store chemicals
AHCCHM307	Prepare and apply chemicals to control pest, weeds and diseases
AHCIRG328	Operate irrigation controller and sensor technology
AHCIRG344	Implement an irrigation schedule
AHCIRG345	Install pressurised irrigation systems
AHCIRG347	Maintain pressurised irrigation systems
FBPVIT2011	Operate vineyard equipment
FBPVIT2012	Identify and treat nursery plant disorders
FBPVIT2013	Recognise disorders and identify pests and diseases
FBPVIT2015	Carry out basic canopy maintenance
FBPVIT3001	Coordinate vineyard operations
FBPVIT3003	Operate spreading and seeding equipment
FBPVIT3004*	Monitor and maintain nursery plants
FBPVIT3005	Install and maintain vine trellis
FBPVIT3006	Field graft vines
FBPVIT3007*	Operate specialised canopy management equipment
FBPVIT3008	Operate a mechanical harvester
FBPVIT3009	Monitor and control vine disorders and damage
FBPVIT3010	Implement a soil management program

Group F General

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AHCMOM202	Operate tractors
AHCMOM213	Operate and maintain chainsaws
AHCWRK309	Apply environmentally sustainable work practices
BSBLDR414	Lead team effectiveness
FBPFSY3003	Monitor the implementation of food safety and quality programs
FBPOPR2094	Clean equipment in place
FBPOPR2095	Clean and sanitise equipment
FBPPPL3005	Participate in an audit process
FBPTEC3002	Implement the pest prevention program
FBPTEC4002	Apply principles of food packaging
FBPWIN2002	Communicate wine industry information
FBPWIN2003	Conduct sensory evaluation of wine
HLTAID011	Provide First Aid
MSL933007	Apply critical control point requirements
MSS402002	Sustain process improvements
MSS402020	Apply quick changeover procedures
MSS402040	Apply 5S procedures
MSS402050	Monitor process capability
MSS402061	Use SCADA systems in operations
MSS402080	Undertake root cause analysis
RIIWHS202E	Enter and work in confined spaces
TAEASS301	Contribute to assessment
TAEDEL301	Provide work skill instruction
TLIA0015	Organise receival and despatch operations

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TLIA2014	Use product knowledge to complete work operations
TLID2003	Handle dangerous goods/hazardous substances
TLID2022	Conduct weighbridge operations
TLIK2010	Use infotechnology devices in the workplace
TLILIC0003	Licence to operate a forklift truck
TLIX0004X	Administer inventory systems
TLIX0013X	Maintain stock control and receivals

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
FBPVIT3004 Monitor and maintain nursery plants	FBPVIT2012 Identify and treat nursery plant disorders
FBPVIT3007 Operate specialised canopy management equipment	AHCMOM202 Operate tractors
FBPWIN3001 Evaluate wines (advanced)	FBPWIN2003 Conduct sensory evaluation of wine

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FBP30921 Certificate III in Wine Industry Operations	FBP30920 Certificate III in Wine Industry Operations	Unit codes updated in core and electives	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBP31121 Certificate III in High Volume Baking

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification describes the skills and knowledge for workers in a production bakery, where high volume production of bread, pastry products, biscuits and/or cakes is undertaken.

The qualification is designed for production related roles that require application of specific high volume baking skills and knowledge across a range of processes and including some technical and problem solving ability. It caters for multi-skilled outcomes and roles that include team leader functions within the production environment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements are known to apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 17 units of competency:
  - 9 core units plus
  - 8 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least 4 units from the Group A electives listed below
- up to 4 units from the Group B electives listed below

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- up to 3 units from any currently endorsed Training Package or accredited course.

Core Units

FBPFSY3003	Monitor the implementation of food safety and quality programs
FBPFSY3004	Participate in traceability activities
FBPFSY3005	Control contaminants and allergens in food processing
FBPOPR2069	Use numerical applications in the workplace
FBPOPR3019	Operate and monitor interrelated processes in a production or packaging system
FBPOPR3021	Apply good manufacturing practice requirements in food processing
FBPTEC3005	Work with bakery ingredients, their functions and interactions
FBPTEC3006	Work with flours and baking additives
FBPWHS3001	Contribute to work health and safety processes

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table below for details.

Group A

FBPHVB2001	Freeze and thaw dough
FBPHVB3002	Operate and monitor a laminated pastry production process
FBPHVB3003	Operate and monitor a pastry forming and filling process
FBPHVB3004	Manufacture wafer products
FBPHVB3005	Operate and monitor a doughnut making process
FBPHVB3006	Operate and monitor a forming or shaping process
FBPHVB3007	Manufacture crisp breads

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FBPHVB3008	Operate and monitor a batter production process
FBPHVB3009	Operate and monitor a non laminated pastry production process
FBPHVB3010	Operate and monitor a pastry baking process
FBPHVB3011	Operate and monitor the production of fillings
FBPHVB3012	Operate and monitor a biscuit dough make up process
FBPHVB3013	Operate and monitor a baking process
FBPHVB3014	Finish baked products
FBPHVB3015	Operate and monitor a griddle production process
FBPHVB3017	Operate a bread dough mixing and development process
FBPHVB3018	Operate a final prove and bread baking process
FBPHVB3019	Operate a bread dough make up process
FBPOPR2097	Operate a depositing process
FBPOPR3004	Set up a production or packaging line for operation
FBPOPR3024	Operate and monitor an extrusion process
FBPTEC3001	Apply raw materials, ingredient and process knowledge to production problems

Group B

FBPBPG3002	Operate the labelling process
FBPBPG3007	Perform packaging equipment changeover
FBPBPG3011	Operate and monitor a high speed wrapping process
FBPCON2011	Operate a chocolate tempering process
FBPFST4003	Apply digital technology in food processing
FBPFSY3002	Participate in a HACCP team
FBPFSY4003	Perform an allergen risk review

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FBPFSY4005	Conduct a traceability exercise
FBPHVB3001	Operate and monitor a cooling and wrapping process
FBPHVB3016	Operate and monitor a cooling, slicing and wrapping process
FBPOPR2078	Work in a freezer storage area
FBPOPR2081	Measure non-bulk ingredients
FBPOPR2090	Operate a freezing process
FBPOPR2092	Operate a continuous freezing process
FBPOPR3007	Operate a bulk liquid transfer process
FBPOPR3018	Identify dietary, cultural and religious considerations for food production
FBPOPR3020	Plan, conduct and monitor equipment maintenance
FBPOPR3022	Receive and store raw materials for food processing
FBPPPL3003	Participate in improvement processes
FBPPPL3004	Lead work teams and groups
FBPPPL3005	Participate in an audit process
FBPPPL3006	Report on workplace performance
FBPPPL3007	Support and mentor individuals and groups
FBPPPL3008	Establish compliance requirements for work area
FBPTEC3002	Implement the pest prevention program
FBPTEC4008	Participate in product recalls
FSKDIG002	Use digital technology for routine and simple workplace tasks
FSKDIG003	Use digital technology for non-routine workplace tasks
FSKLRG009	Use strategies to respond to routine workplace problems
FSKNUM015	Estimate, measure and calculate with routine metric measurements for work

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FSKNUM019	Interpret routine tables, graphs and charts and use information and data for work
FSKOCM004	Use oral communication skills to participate in workplace meetings
FSKRDG008	Read and respond to information in routine visual and graphic texts
FSKRDG009	Read and respond to routine standard operating procedures
FSKWTG008	Complete routine workplace formatted texts
MSL973013	Perform basic tests
MSMPER300*	Issue work permits
MSMSUP310	Contribute to the development of workplace documentation
MSMSUP330	Develop and adjust a production schedule
MSMSUP390	Use structured problem-solving tools
MSMWHS201	Conduct hazard analysis
MSS403010	Facilitate change in an organisation implementing competitive systems and practices
MSS403021	Facilitate a Just in Time system
MSS403040	Facilitate and improve implementation of 5S
MSS403085	Ensure process improvements are sustained
MSS404060	Facilitate the use of planning software systems in a work area or team
MSTGN3017	Monitor and operate trade waste process
SIRRINV002	Control stock
TAEDEL301	Provide work skill instruction
TLIA0015	Organise receival and despatch operations

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Prerequisite requirements

Unit of competency	Prerequisite requirement
MSMPER300 Issue work permits	MSMWHS201 Conduct hazard analysis

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP31121 Certificate III in High Volume Baking	FBP30217 Certificate III in Plant Baking	Number of core units changed Packaging rules updated Elective units updated	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBP40221 Certificate IV in Baking

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification describes the specialist technical skills and knowledge of an advanced bread baker, advanced pastry cook or advanced baker working in a commercial baking environment. It may be packaged to reflect a specialisation in advanced bread baking skills or in advanced pastry skills, or a combination of both.

This qualification includes technical, artisan and creative skills and knowledge required to produce bakery products, solve baking problems, and ensure that baking and business operations are implemented and maintained to optimal performance.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Entry Requirements

To commence this qualification an individual must have:

- completed a Certificate III qualification in a field of study related to commercial baking, or
- at least 3 year's full time relevant employment in a commercial baking environment.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 14 units of competency:
  - 7 core units plus
  - 7 elective units.

Electives must ensure the integrity of the qualification's Australian Quality Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

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- A minimum of 3 from Group A and B
- Up to 3 from Group C
- Up to 2 from any currently endorsed Training Package or accredited course that is packaged at a Certificate IV or Diploma level.

Any combination of electives that meets the packaging rules can be selected for the award of the Certificate IV in Baking.

Electives may be packaged to provide a qualification with a specialisation area as follows:

- A minimum of 5 electives from Group A must be selected for award of the Certificate IV in Baking (Advanced Bread)
- A minimum of 6 electives from Group B must be selected for award of the Certificate IV in Baking (Advanced Pastry)

Core Units

BSBSUS411	Implement and monitor environmentally sustainable work practices
FBPFSY4001	Supervise and maintain a food safety plan
FBPRBK3016	Control and order bakery stock
FBPRBK4004	Develop baked products
FBPRBK4006	Coordinate baking operations
FBPWHS4002	Maintain work health and safety processes
SITXHRM001	Coach others in job skills

Elective Units

Group A Advanced Bread

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

FBPRBK3005	Produce basic bread products
FBPRBK3011	Produce frozen dough products
FBPRBK3017*	Operate plant baking processes
FBPRBK4001*	Produce artisan bread products
FBPRBK4002*	Develop advanced artisan bread methods

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FBPRBK4007	Assess and evaluate bread products
FBPRBK4008	Apply bread baking science

Group B Advanced Pastry

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

FBPRBK3003	Produce specialist pastry products
FBPRBK3010	Produce cake and pudding products
FBPRBK4003*	Produce gateaux, tortes and entremets
FBPRBK4005	Apply advanced finishing techniques for specialty cakes
SITHPAT005*	Produce petits fours
SITHPAT006*	Produce desserts
SITHPAT008*	Produce chocolate confectionery
SITXFSA001	Use hygienic practices for food safety

Group C Bakery Operations

BSBOPS404	Implement customer service strategies
BSBESB406	Establish operational strategies and procedures for new business ventures
BSBLDR414	Lead team effectiveness

Prerequisite requirements

Note: Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
FBPRBK3017 Operate plant baking processes	FBPRBK3005 Produce basic bread products
FBPRBK4001 Produce artisan	FBPRBK3005 Produce basic bread products

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bread products	
FBPRBK4002 Develop advanced artisan bread methods	FBPRBK4001 Produce artisan bread products*
FBPRBK4003 Produce gateaux, tortes and entremets	FBPRBK3010 Produce cake and pudding products
SITHPAT005 Produce petits fours	SITXFSA001 Use hygienic practices for food safety
SITHPAT006 Produce desserts	SITXFSA001 Use hygienic practices for food safety
SITHPAT008 Produce chocolate confectionery	SITXFSA001 Use hygienic practices for food safety

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP40221 Certificate IV in Baking	FBP40217 Certificate IV in Baking	Unit codes updated in core and electives Packaging Rules updated to reflect number of units in Group C	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBP40321 Certificate IV in Food Processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification reflects the role of workers who work in supervisory or middle management roles within food processing environments. Workers contribute specialist technical skills and knowledge to solve food production problems and supervise the work of others. Emphasis is on monitoring the implementation and quality control of food processing systems and procedures for optimal performance.

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 20 units of competency:
  - 8 core units, plus
  - 12 elective units, including up to 4 from any currently endorsed Training Package or accredited course.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBLDR412	Communicate effectively as a workplace leader
BSBPMG430	Undertake project work
BSBOPS403	Apply business risk management processes

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BSBWHS411	Implement and monitor WHS policies, procedures and programs
FBPFSY4001	Supervise and maintain a food safety plan
FBPTEC4003	Control food contamination and spoilage
FBPTEC4007	Describe and analyse data using mathematical principles
MSMENV472	Implement and monitor environmentally sustainable work practices

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

BSBLDR411	Demonstrate leadership in the workplace
BSBLDR413	Lead effective workplace relationships
BSBINS401	Analyse and present research information
FBPAUD4001	Assess compliance with food safety programs
FBPFST4001	Apply food processing technologies
FBPFST4002	Carry out sampling and testing of milk at receival
FBPFST4003	Apply digital technology in food processing
FBPFST4005	Document food processes and supporting procedures
FBPFST4007	Establish operational requirements for a food processing enterprise
FBPFST4012	Apply water management principles to the food industry
FBPFST5001	Monitor refrigeration and air conditioning systems in food processing
FBPFST5002	Identify and implement required process control for a food processing operation
FBPFST5003	Construct a process control chart for a food processing operation

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FBPFST5009	Implement and review the processing of market milk and related products
FBPFST5010	Implement and review the preparation of milk for processing
FBPFST5011	Implement and review the processing of chocolate and sugar-panned products
FBPFST5012	Implement and review the processing of aerated confectioneries
FBPFST5013	Implement and review the production of gums and jellies
FBPFST5014	Implement and review the production of chocolate products
FBPFST5015	Implement and review the processing of chocolate
FBPFST5016	Implement and review the processing of high and low boil confectionery
FBPFST5017	Implement and review the processing of confectionery products
FBPFST5018	Implement and review the processing of chilled or frozen poultry products
FBPFST5019	Implement and review the processing of cooked poultry products
FBPFST5020	Implement and review the processing of egg based products
FBPFST5021	Implement and review the processing of fruit, vegetables, nuts, herbs and spices
FBPFST5022	Implement and review the processing of fish and seafood products
FBPFST5023	Implement and review the production of milk fat products
FBPFST5024	Implement and review the production of fermented dairy products and dairy desserts
FBPFST5025	Implement and review the production of concentrated and dried dairy products

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FBPFST5026	Implement and review the production of ice creams and frozen dairy products
FBPFST5027	Implement and review the production of milk and related products by the membrane system
FBPFST5028	Implement and review the manufacturing and processing of edible fats and oils
FBPFST5029	Implement and review manufacturing, packaging and testing of beverage products
FBPFST5030	Implement and review manufacturing of cereal products
FBPFSY4002	Supervise and verify supporting programs for food safety
FBPFSY4003	Perform an allergen risk review
FBPFSY4004*	Provide accurate food allergen information to consumers
FBPFSY4005	Conduct a traceability exercise
FBPGRA4005	Lead flour milling shift operations
FBPGRA4006	Control mill processes and performance
FBPOPR4001	Apply principles of statistical process control
FBPPPL3003	Participate in improvement processes
FBPPPL3007	Support and mentor individuals and groups
FBPPPL4001*	Manage people in the work area
FBPPPL4002	Plan and coordinate production equipment maintenance
FBPPPL4003	Schedule and manage production
FBPPPL4005	Manage supplier agreements and contracts
FBPPPL4006	Manage a work area within budget
FBPPPL4007	Manage internal audits
FBPPPL4009*	Optimise a work process
FBPTEC4001	Determine handling processes for perishable food items
FBPTEC4002	Apply principles of food packaging

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FBPTEC4004	Apply basic process engineering principles to food processing
FBPTEC4005	Apply an understanding of food additives
FBPTEC4006	Apply an understanding of legal requirements of food production
FBPTEC4008	Participate in product recalls
FBPTEC4010	Manage water treatment processes
FBPTEC4011*	Establish process capability
MSL934004	Maintain and calibrate instruments and equipment
MSMSUP390	Use structured problem-solving tools
MSS403040	Facilitate and improve implementation of 5S
MSS403054	Facilitate breakthrough improvements
MSS404085	Undertake proactive maintenance analyses
MSS404086	Assist in implementing a proactive maintenance strategy
MSS404087	Support proactive maintenance
MSS405013	Facilitate holistic culture improvement in an organisation
PMBTECH406E	Diagnose production equipment problems
SITXHRM002	Roster staff
TAEDEL301	Provide work skill instruction
TLIL3003	Conduct induction process

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
FBPFSY4004 Provide accurate food allergen information to consumers	FBPFSY4003 Perform an allergen risk review
FBPPPL4001 Manage people	FBPPPL3001 Support and mentor individuals and groups

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in the work area	
FBPPPL4009 Optimise a work process	FBPPPL3003 Participate in improvement processes
FBPTEC4011 Establish process capability	FBPTEC4007 Describe and analyse data using mathematical principles

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP40321 Certificate IV in Food Processing	FBP40318 Certificate IV in Food Processing	New allergens and traceability units added to electives GRA units added to electives Unit codes updated in core and electives	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBP40421 Certificate IV in Food Science and Technology

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification targets those working in technical and supervisory roles covering product development, food safety and quality, food production and distribution, environmental functions, and the maintenance and monitoring of food processing systems. The job roles require specialist technical skills and knowledge in food science and technology to complete routine and non-routine tasks and functions, and workers have responsibility for their own functions and outputs, along with limited responsibility for the output of others.

This qualification offers an optional specialisation in Food Safety Auditing. Users interested in this option must refer to relevant state, territory and Commonwealth food safety legislation and the National Regulatory Food Safety Auditor Guideline and Policy for details of auditing requirements in low, medium and high-risk settings, and to understand the food safety auditing work context.

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 20 units of competency:
  - 8 core units, plus
  - 12 elective units, including up to 4 from any currently endorsed Training Package or accredited course.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome.

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Any combination of electives that meets the packaging rules can be selected for the award of the Certificate IV in Food Science and Technology.

Where appropriate, electives may be packaged to provide a qualification with a specialisation in Food Safety Auditing. All electives from Group A must be selected for the award of the Certificate IV in Food Science and Technology (Food Safety Auditing).

Core Units

BSBWHS411	Implement and monitor WHS policies, procedures and programs
FBPFST4004	Perform microbiological procedures in the food industry
FBPFST4011	Apply the principles of nutrition to food processing
FBPFSY4001	Supervise and maintain a food safety plan
FBPTEC4003	Control food contamination and spoilage
FBPTEC4007	Describe and analyse data using mathematical principles
MSL974020	Perform food tests
MSMENV472	Implement and monitor environmentally sustainable work practices

Elective Units

Group A - Food safety auditing

FBPAUD4001	Assess compliance with food safety programs
FBPAUD4002	Communicate and negotiate to conduct food safety audits
FBPAUD4003	Conduct food safety audits
FBPAUD4004	Identify, evaluate and control food safety hazards
FBPFST5006	Apply food microbiological techniques and analysis
FBPFSY3003	Monitor the implementation of food safety and quality programs
SIRRFSA001	Handle food safely in a retail environment

Group B - General electives

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An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

FBPCHE5002	Produce acid-coagulated soft cheese
FBPCHE5003	Produce a range of rennet-coagulated cheeses
FBPCHE5004	Produce acid and heat coagulated cheese
FBPCHE5009*	Carry out sampling and interpret tests for cheese production
FBPFST4003	Apply digital technology in food processing
FBPFST4005	Document food processes and supporting procedures
FBPFST4006	Apply food preservation technologies
FBPFST4007	Establish operational requirements for a food processing enterprise
FBPFST4008	Preserve food in cans or sealed containers
FBPFST4009	Label foods according to legislative requirements
FBPFST4010	Apply sensory analysis in food processing
FBPFST4012	Apply water management principles to the food industry
FBPFST5003	Construct a process control chart for a food processing operation
FBPFST5009	Implement and review the processing of market milk and related products
FBPFST5014	Implement and review the production of chocolate products
FBPFST5016	Implement and review the processing of high and low boil confectionery
FBPFST5017	Implement and review the processing of confectionery products
FBPFST5021	Implement and review the processing of fruit, vegetables, nuts, herbs and spices
FBPFST5024	Implement and review the production of fermented dairy

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	products and dairy desserts
FBPFST5028	Implement and review the manufacturing and processing of edible fats and oils
FBPFST5030	Implement and review manufacturing of cereal products
FBPFSY4002	Supervise and verify supporting programs for food safety
FBPFSY4003	Perform an allergen risk review
FBPFSY4004*	Provide accurate food allergen information to consumers
FBPFSY4005	Conduct a traceability exercise
FBPOPR4001	Apply principles of statistical process control
FBPPPL3003	Participate in improvement processes
FBPPPL4007	Manage internal audits
FBPTEC4001	Determine handling processes for perishable food items
FBPTEC4002	Apply principles of food packaging
FBPTEC4004	Apply basic process engineering principles to food processing
FBPTEC4005	Apply an understanding of food additives
FBPTEC4006	Apply an understanding of legal requirements of food production
FBPTEC4008	Participate in product recalls
FBPTEC4009	Identify the physical and chemical properties of materials, food and related products
FBPTEC4010	Manage water treatment processes
FBPTEC4011*	Establish process capability
MSL973013	Perform basic tests
MSL974019	Perform chemical tests and procedures
MSL974021	Perform biological procedures
MSMOPS401	Trial new process or product

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MSMSUP390	Use structured problem-solving tools

Prerequisite requirements

Unit of competency	Prerequisite requirement
FBPCHE5009 Carry out sampling and interpret tests for cheese production	MSL973013 Perform basic tests
FBPFSY4004 Provide accurate food allergen information to consumers	FBPFSY4003 Perform an allergen risk review
FBPTEC4011 Establish process capability	FBPTEC4007 Describe and analyse data using mathematical principles

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP40421 Certificate IV in Food Science and Technology	FBP40418 Certificate IV in Food Science and Technology	New allergens and traceability units added to electives Unit codes updated in core and electives	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBP40522 Certificate IV in Pharmaceutical Manufacturing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 7.0.

Qualification Description

This qualification reflects the skills and knowledge for team leaders, supervisors and specialist technical roles within pharmaceutical manufacturing environments. The qualification includes technical skills, problem solving and supervisory skills to operate, monitor and improve the performance of pharmaceutical manufacturing systems, processes and team members.

Work must comply with good manufacturing practice, health and safety and environmental regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 16 units of competency:
  - 8 core units, plus
  - 8 elective units.

Elective units must ensure the integrity of the qualifications' Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 4 must be from group A
- 4 from the remaining units listed in groups A or B, or any currently endorsed Training Package or accredited course packaged at Certificate III, Certificate IV or Diploma, with no more than 2 units packaged at Certificate III or Diploma.

Core Units

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BSBLDR414	Lead team effectiveness
BSBWHS411	Implement and monitor WHS policies, procedures and programs
FBPPHM4001	Monitor and maintain Good Manufacturing Practice requirements
FBPPHM4002	Prepare and review workplace documentation to support Good Manufacturing Practice requirements
FBPPHM4003	Facilitate contamination control
FBPPHM4005	Participate in validation of pharmaceutical manufacturing processes
FBPPHM4006	Respond to non-conformance
FBPPPL3006	Report on workplace performance

Elective Units

Group A

FBPOPR3019	Operate and monitor interrelated processes in a production or packaging system
FBPPHM3003	Work in a controlled environment
FBPPHM3004	Clean and sanitise facilities and equipment
FBPPHM3021	Operate a pharmaceutical production process
FBPPHM4004	Participate in change control procedures
FBPPPL4002	Plan and coordinate production equipment maintenance
FBPTEC4007	Describe and analyse data using mathematical principles
FBPTEC4011*	Establish process capability
MSMOPS400	Optimise process/plant area
MSMSUP406	Identify faults in electronic control
MSMWHS401	Assess risk
MSS403011	Facilitate implementation of competitive systems and

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	practices
MSS403032	Analyse manual handling processes
MSS403085	Ensure process improvements are sustained
MSS403087	Mistake proof an operational process
MSS404054	Apply statistics to operational processes
MSS404061	Facilitate the use of SCADA systems in a team or work area
MSS404084	Undertake process capability improvements
MSS404086	Assist in implementing a proactive maintenance strategy
PMBTECH406E	Diagnose production equipment problems

Group B

BSBHRM413	Support the learning and development of teams and individuals
BSBHRM415	Coordinate recruitment and onboarding
BSBINS401	Analyse and present research information
BSBLDR411	Demonstrate leadership in the workplace
BSBLDR413	Lead effective workplace relationships
BSBOPS402	Coordinate business operational plans
BSBPEF401	Manage personal health and wellbeing
BSBPEF402	Develop personal work priorities
BSBSTR401	Promote innovation in team environments
BSBSTR402	Implement continuous improvement
FBPOPR2069	Use numerical applications in the workplace
FBPOPR4001	Apply principles of statistical process control
FBPPPL3005	Participate in an audit process

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MSL922001	Record and present data
MSMPER300*	Issue work permits
MSMSUP390	Use structured problem-solving tools
MSMWHS201	Conduct hazard analysis
MSS402080	Undertake root cause analysis
MSS402083	Use planning software systems in operations
MSS403010	Facilitate change in an organisation implementing competitive systems and practices
MSS403021	Facilitate a Just in Time system
MSS403023	Monitor a levelled pull system of operations
MSS403040	Facilitate and improve implementation of 5S
MSS404053	Use DMAIC techniques
MSS403054	Facilitate breakthrough improvements
MSS404060	Facilitate the use of planning software systems in a work area or team
TAEASS402	Assess competence
TAEASS403	Participate in assessment validation
TAEDEL301	Provide work skill instruction

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
FBPTEC4011 Establish process capability	FBPTEC4007 Describe and analyse data using mathematical principles
MSMPER300 Issue work permits	MSMWHS201 Conduct hazard analysis

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP40522 Certificate IV in Pharmaceutical Manufacturing	FBP40518 Certificate IV in Pharmaceutical Manufacturing	Unit codes, including core unit, updated to reflect current codes	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBP40621 Certificate IV in Artisan Fermented Products

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 8.0
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification reflects the role of those using artisanal methods to produce fermented food and/or beverage products, such as beer, spirits, miso, table olives and fermented meat products. In this role, makers analyse materials and products, exercising judgement to guide the fermentation process and the work of others.

This qualification offers specialisations in:

- Brewing
- Distilling, and
- Food and non-alcoholic beverages.

Individuals with this qualification apply a broad range of specialised skills and knowledge in varied contexts that involve selecting and operating equipment, coordinating resources and finding solutions to routine and non-routine problems as they arise. They may also have limited responsibility for the organisation of others.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing and food businesses exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 22 units of competency:
  - 9 core units plus

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- 13 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least 10 different units from Group A, B, C and/or D
- up to 3 units from this or any other endorsed training package or accredited course.

Any combination of electives that meets the rules above can be selected for the award of the *FBP40621 Certificate IV in Artisan Fermented Products* providing one of the electives chosen is *FBPTEC4015 Manage and propagate yeast* or *FBPTEC4022 Prepare starter cultures for fermentation*.

Where appropriate, electives may be packaged to provide a qualification with a specialisation.

Packaging for Specialisations

Electives must be packaged to provide a qualification with a specialisation area as follows:

- All Group A electives must be selected for the award of the *FBP40621 Certificate IV in Artisan Fermented Products (Brewing)*, plus at least 4 units not already selected from Group B, C and/or D and up to 3 units from this or any other endorsed training package or accredited course
- All Group B electives must be selected for the award of the *FBP40621 Certificate IV in Artisan Fermented Products (Distilling)* plus 3 units not already selected from Group A, C and/or D or from this or any other endorsed training package or accredited course
- All Group C electives must be selected for the award of the *FBP40621 Certificate IV in Artisan Fermented Products (Food and non-alcoholic beverages)* plus at least 6 different units from Group A, B and/or D and up to 3 units from this or any other endorsed training package or accredited course.

Core Units

FBPFST4009	Label foods according to legislative requirements
FBPFST4013	Interpret and respond to food and/or beverage test results
FBPFST4014	Apply sensory analysis in food and/or beverage production
FBPFSY5001	Develop a HACCP-based food safety plan
FBPTEC4003	Control food contamination and spoilage
FBPTEC4006	Apply an understanding of legal requirements of food production
FBPTEC4012	Manage raw materials

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FBPWHS4002	Maintain work health and safety processes
MSL973013	Perform basic tests

Elective Units

Group A – Brewing

FBPBPG4002	Manage filling and packaging of fermented beverages
FBPTEC3003	Filter fermented beverages
FBPTEC4013	Manage wort production for brewing
FBPTEC4014	Manage cellar operations
FBPTEC4015	Manage and propagate yeast
FBPTEC4021	Apply regulatory requirements to the production of alcoholic beverages

Group B – Distilling

FBPTEC3003	Filter fermented beverages
FBPTEC3004	Prepare, fill and store barrels for aging spirits
FBPTEC4014	Manage cellar operations
FBPTEC4015	Manage and propagate yeast
FBPTEC4016	Produce fruit-based wash for distillation
FBPTEC4017	Produce grain-based wash for distillation
FBPTEC4018	Manage still operations to produce white spirits
FBPTEC4019	Manage still operations to produce brown spirits
FBPTEC4020	Blend spirits
FBPTEC4021	Apply regulatory requirements to the production of alcoholic beverages

Group C – Food and non-alcoholic beverages

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FBPFST5031	Identify the microbiological and biochemical properties of fermented food and/or beverages
FBPTEC4002	Apply principles of food packaging
FBPTEC4022	Prepare starter cultures for fermentation
FBPTEC4023	Control and monitor fermentation

Group D – Other electives

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

AHCBUS516	Develop and review a business plan
BSBESB402	Establish legal and risk management requirements of new business ventures
BSBESB403	Plan finances for new business ventures
FBPBPG4001	Manage bottling and packaging processes
FBPCEL2009	Carry out transfer operations
FBPFST5008	Develop a new food product
FBPFSY4001	Supervise and maintain a food safety plan
FBPFSY4003	Perform an allergen risk review
FBPFSY4004*	Provide accurate food allergen information to consumers
FBPFSY4005	Conduct a traceability exercise
FBPOPR3004	Set up a production or packaging line for operation
FBPPPL3003	Participate in improvement processes
FBPPPL3004	Lead work teams and groups
FBPPPL4002	Plan and coordinate production equipment maintenance
FBPPPL4003	Schedule and manage production
FBPPPL4007	Manage internal audits

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FBPPPL4008	Prepare and present artisan food and/or beverages
FBPTEC3001	Apply raw materials, ingredient and process knowledge to production problems
FBPTEC4008	Participate in product recalls
FBPTEC4024	Produce fermented and dry-cured meat products
FBPTEC5002	Manage utilities and energy for a production process
FBPTEC5003	Design an artisan food production facility
MSL922001	Record and present data
MSMENV272	Participate in environmentally sustainable work practices
SIRRFSA001	Handle food safely in a retail environment
TLIX0004X	Administer inventory systems

Prerequisite requirements

Unit of competency	Prerequisite requirement
FBPFSY4004 Provide accurate food allergen information to consumers	FBPFSY4003 Perform an allergen risk review

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP40621 Certificate IV in Artisan Fermented Products Release 2	FBP40621 Certificate IV in Artisan Fermented Products Release 1	Qualification updated to add a missing unit in Group D	Equivalent

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBP50121 Diploma of Food Science and Technology

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification reflects the role of workers who apply specialist knowledge and skills in food science and technology to food product development and to quality assurance of food manufacturing. They conduct a wide range of specialist tasks to develop, monitor and evaluate food products, including production trials.

Workers contribute to the modification of standard operating procedures (SOPs) and enterprise methods when necessary. They may also have a role in the planning new work and monitoring resources in their work area.

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 20 units of competency:
  - 11 core units, plus
  - 9 elective units including up to 3 from any currently endorsed Training Package or accredited course

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBWHS411	Implement and monitor WHS policies, procedures and

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	programs
FBPFST4004	Perform microbiological procedures in the food industry
FBPFST5002	Identify and implement required process control for a food processing operation
FBPFST5005	Examine the biochemical properties of food
FBPFST5006	Apply food microbiological techniques and analysis
FBPFST6001	Develop, manage and maintain quality systems for food processing
FBPFSY4001	Supervise and maintain a food safety plan
FBPFSY5001	Develop a HACCP-based food safety plan
FBPTEC4007	Describe and analyse data using mathematical principles
MSL975038	Conduct sensory analysis
MSMENV472	Implement and monitor environmentally sustainable work practices

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

BSBPMG430	Undertake project work
FBPCHE5002	Produce acid-coagulated soft cheese
FBPCHE5003	Produce a range of rennet-coagulated cheeses
FBPCHE5004	Produce acid and heat coagulated cheese
FBPCHE5009*	Carry out sampling and interpret tests for cheese production
FBPFST4006	Apply food preservation technologies
FBPFST5003	Construct a process control chart for a food processing operation
FBPFST5004	Specify and monitor the nutritional value of processed food

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FBPFST5007	Monitor the development and implementation of a food QA system
FBPFST5008	Develop a new food product
FBPFST5009	Implement and review the processing of market milk and related products
FBPFST5010	Implement and review the preparation of milk for processing
FBPFST5011	Implement and review the processing of chocolate and sugar-panned products
FBPFST5012	Implement and review the processing of aerated confectioneries
FBPFST5013	Implement and review the production of gums and jellies
FBPFST5014	Implement and review the production of chocolate products
FBPFST5015	Implement and review the processing of chocolate
FBPFST5016	Implement and review the processing of high and low boil confectionery
FBPFST5017	Implement and review the processing of confectionery products
FBPFST5018	Implement and review the processing of chilled or frozen poultry products
FBPFST5019	Implement and review the processing of cooked poultry products
FBPFST5020	Implement and review the processing of egg based products
FBPFST5021	Implement and review the processing of fruit, vegetables, nuts, herbs and spices
FBPFST5022	Implement and review the processing of fish and seafood products
FBPFST5023	Implement and review the production of milk fat products
FBPFST5024	Implement and review the production of fermented dairy

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	products and dairy desserts
FBPFST5025	Implement and review the production of concentrated and dried dairy products
FBPFST5026	Implement and review the production of ice creams and frozen dairy products
FBPFST5027	Implement and review the production of milk and related products by the membrane system
FBPFST5028	Implement and review the manufacturing and processing of edible fats and oils
FBPFST5029	Implement and review manufacturing, packaging and testing of beverage products
FBPFST5030	Implement and review manufacturing of cereal products
FBPFSY4003	Perform an allergen risk review
FBPFSY4004*	Provide accurate food allergen information to consumers
FBPFSY4005	Conduct a traceability exercise
FBPFSY5002	Develop an allergen management program
FBPFSY5003	Design a traceability system for food products
FBPFSY5004	Plan to mitigate food fraud
FBPTEC4002	Apply principles of food packaging
FBPTEC4004	Apply basic process engineering principles to food processing
FBPTEC4005	Apply an understanding of food additives
FBPTEC4008	Participate in product recalls
FBPTEC5001	Manage and evaluate new product trials
FBPTEC5002	Manage utilities and energy for a production process
MSS407016	Lead a process to determine and solve root cause for a complex problem

Prerequisite requirements

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Unit of competency	Prerequisite requirement
FBPCHE5009 Carry out sampling and interpret tests for cheese production	MSL973013 Perform basic tests
FBPFSY4004 Provide accurate food allergen information to consumers	FBPFSY4003 Perform an allergen risk review

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP50121 Diploma of Food Science and Technology	FBP50118 Diploma of Food Science and Technology	New allergens and traceability units added to electives Unit codes updated in core and electives	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBP50221 Diploma of Food Safety Auditing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification reflects the role of workers who apply specialist knowledge and skills in food safety for auditing purposes. They conduct a range of audits in different environments to monitor food quality and safety according to relevant legislation, including food standards included in the Australia New Zealand Food Standards Code and industry codes of practice relating to validation and verification of a food safety program, and the audit requirements detailed in the National Regulatory Food Safety Auditor Guideline and Policy.

Regulatory food safety audits in Australia are covered by state, territory and Commonwealth legislative frameworks that support the requirements of the National Food Safety Audit Policy 2009. Users must check requirements with the relevant regulatory authority before delivery.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 16 units of competency:
  - 11 core units, plus
  - 5 elective units including up to 3 from any currently endorsed Training Package or accredited course.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

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BSBAUD512	Lead quality audits
BSBAUD513	Report on quality audits
FBPAUD4001	Assess compliance with food safety programs
FBPAUD4002	Communicate and negotiate to conduct food safety audits
FBPAUD4003	Conduct food safety audits
FBPAUD4004	Identify, evaluate and control food safety hazards
FBPFST5006	Apply food microbiological techniques and analysis
FBPFST6001	Develop, manage and maintain quality systems for food processing
FBPFSY5001	Develop a HACCP-based food safety plan
FBPTEC4006	Apply an understanding of legal requirements of food production
FBPTEC4007	Describe and analyse data using mathematical principles

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

BSBAUD511	Initiate quality audits
FBPAUD5001 *	Audit bivalve mollusc growing and harvesting processes
FBPAUD5002 *	Audit a cook chill process
FBPAUD5003 *	Audit a heat treatment process
FBPAUD5004 *	Audit manufacturing of ready-to-eat meat products
FBPFST4009	Label foods according to legislative requirements
FBPFST5005	Examine the biochemical properties of food

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FBPFSY4003	Perform an allergen risk review
FBPFSY4004*	Provide accurate food allergen information to consumers
FBPFSY4005	Conduct a traceability exercise
FBPFSY5002	Develop an allergen management program
FBPFSY5003	Design a traceability system for food products
FBPFSY5004	Plan to mitigate food fraud
FBPPPL4007	Manage internal audits
FBPPPL5001	Design and maintain programs to support legal compliance
FBPTEC4009	Identify the physical and chemical properties of materials, food and related products

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
FBPAUD5001 Audit bivalve mollusc growing and harvesting processes	FBPAUD4002 Communicate and negotiate to conduct food safety audits FBPAUD4003 Conduct food safety audits FBPAUD4004 Identify, evaluate and control food safety hazards
FBPAUD5002 Audit a cook chill process	FBPAUD4002 Communicate and negotiate to conduct food safety audits FBPAUD4003 Conduct food safety audits FBPAUD4004 Identify, evaluate and control food safety hazards
FBPAUD5003 Audit a heat treatment process	FBPAUD4002 Communicate and negotiate to conduct food safety audits FBPAUD4003 Conduct food safety audits FBPAUD4004 Identify, evaluate and control food safety hazards
FBPAUD5004 Audit manufacturing of ready-to-eat meat products	FBPAUD4002 Communicate and negotiate to conduct food safety audits FBPAUD4003 Conduct food safety audits FBPAUD4004 Identify, evaluate and control food safety hazards

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FBPFSY4004 Provide accurate food allergen information to consumers	FBPFSY4003 Perform an allergen risk review

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP50221 Diploma of Food Safety Auditing	FBP50218 Diploma of Food Safety Auditing	New allergens and traceability units added to electives Unit codes updated in core and electives	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBP50321 Diploma of Artisan Cheesemaking

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Qualification Description

This qualification reflects the role of those making premium, high-value cheeses on a small scale, where the provenance of the milk is known, and where specialised techniques that are controlled and monitored by the cheesemaker are used. In this role, makers analyse materials and products exercising judgement to guide the cheesemaking process and the work of others.

Individuals with this qualification apply integrated technical and theoretical concepts in varied contexts, to analyse situations, synthesise information, and design and evaluate approaches to sometimes unpredictable problems. They use initiative and judgement to organise the work of self and others, and plan and coordinate the work of teams.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing and food businesses exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 16 units of competency:
  - 11 core units plus
  - 5 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- up to 5 units from the elective list
- up to 2 units from this or any other endorsed training package or accredited course.

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Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

FBPCHE5005	Produce lactic acid coagulated artisan cheese
FBPCHE5006	Produce rennet coagulated artisan cheese
FBPCHE5008	Ripen artisan cheese
FBPCHE5009*	Carry out sampling and interpret tests for cheese production
FBPFST4014	Apply sensory analysis in food and/or beverage production
FBPFST5002	Identify and implement required process control for a food processing operation
FBPFST5010	Implement and review the preparation of milk for processing
FBPFSY5001	Develop a HACCP-based food safety plan
FBPTEC4003	Control food contamination and spoilage
FBPWHS4002	Maintain work health and safety processes
MSL973013	Perform basic tests

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

BSBESB402	Establish legal and risk management requirements of new business ventures
BSBESB403	Plan finances for new business ventures
FBPCHE4001	Prepare and present cheese
FBPCHE5007	Produce acid and heat coagulated artisan cheese
FBPFST4006	Apply food preservation technologies

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FBPFST4013	Interpret and respond to food and/or beverage test results
FBPFST5008	Develop a new food product
FBPFST5024	Implement and review the production of fermented dairy products and dairy desserts
FBPFSY4001	Supervise and maintain a food safety plan
FBPFSY4003	Perform an allergen risk review
FBPFSY4004*	Provide accurate food allergen information to consumers
FBPFSY4005	Conduct a traceability exercise
FBPFSY5002	Develop an allergen management program
FBPFSY5003	Design a traceability system for food products
FBPFSY5004	Plan to mitigate food fraud
FBPPPL4002	Plan and coordinate production equipment maintenance
FBPPPL4007	Manage internal audits
FBPTEC3001	Apply raw materials, ingredient and process knowledge to production problems
FBPTEC4002	Apply principles of food packaging
FBPTEC4005	Apply an understanding of food additives
FBPTEC4006	Apply an understanding of legal requirements of food production
FBPTEC4007	Describe and analyse data using mathematical principles
FBPTEC4008	Participate in product recalls
FBPTEC4009	Identify the physical and chemical properties of materials, food and related products
FBPTEC5001	Manage and evaluate new product trials
FBPTEC5002	Manage utilities and energy for a production process
FBPTEC5003	Design an artisan food production facility
MSMENV472	Implement and monitor environmentally sustainable

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	work practices
MSS407016	Lead a process to determine and solve root cause for a complex problem
TLIX0004X	Administer inventory systems

Prerequisite requirements

Unit of competency	Prerequisite requirement
FBPCHE5009 Carry out sampling and interpret tests for cheese production	MSL973013 Perform basic tests
FBPFSY4004 Provide accurate food allergen information to consumers	FBPFSY4003 Perform an allergen risk review

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBP50321 Diploma of Artisan Cheesemaking	FBP50319 Diploma of Artisan Cheesemaking	New allergens and traceability units added to electives Unit codes updated in core and electives Typo correction in Qualification Description	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPSS00052 Manage Allergens in Food Processing Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Description

This skill set is designed to cover the skills and knowledge required to manage and control allergens in a food processing workplace.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package*, including:

- FBP40421 Certificate IV in Food Science and Technology
- FBP50121 Diploma of Food Science and Technology

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met. An individual must be competent in the prerequisite unit(s) of competency before undertaking any assessment in the unit containing the prerequisite(s).

- FBPFSY4003 Perform an allergen risk review
- FBPFSY4004* Provide accurate food allergen information to consumers
- FBPFSY5002 Develop an allergen management program

Target Group

This skill set is for those who work in food processing environments who have responsibility for controlling and managing allergens in food products, including communicating information about allergens to consumers through labels or product information sheets.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for those who manage and control allergens in a food processing workplace.

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FBPSS00053 Check Traceability of Food Products Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Description

This skill set is designed to cover the skills and knowledge required to check the traceability of food products in a food processing, production or retail environment.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package*, including:

- FBP30121 Certificate III in Food Processing
- FBP40421 Certificate IV in Food Science and Technology

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- FBPFSY3004 Participate in traceability activities
- FBPFSY4005 Conduct a traceability exercise

Target Group

This skill set is for those who work in food processing environments who have responsibility for checking traceability of food products.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for those who check traceability of products in a food processing, production or retail environment.

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FBPSS00054 Food Processing Induction Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Description

This skill set is designed to cover the skills and knowledge required of workers who are new to work in the food processing industry.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package*, including:

- FBP10121 Certificate I in Food Processing
- FBP20121 Certificate II in Food Processing

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- FBPFSY1002 Follow work procedures to maintain food safety
- FBPOPR1017 Follow work procedures to maintain quality
- FBPOPR2074 Carry out manual handling tasks
- FBPPPL1001 Communicate workplace information
- FBPWHS1001 Identify safe work practices

Target Group

This is an introductory skill set and is suitable for those who are starting work in food processing environments and who will carry out operational tasks.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for those entering the food processing industry.

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FBPSS00055 Introduction to Food Processing Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Description

This skill set is designed to cover the skills and knowledge required at entry level to the food processing industry. This skill set may provide an induction to work in that setting.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package*, including:

- FBP10121 Certificate I in Food Processing
- FBP20121 Certificate II in Food Processing

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- FBPFSY1002 Follow work procedures to maintain food safety
- FBPOPR1014 Monitor process operation
- FBPOPR1016 Take and record basic measurements
- FBPOPR2076 Inspect and sort materials and product
- TLID0006 Move materials mechanically using automated equipment

Target Group

This skill set is for those entering a work in food processing workplace who will carry out operational tasks under supervision.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for those entering the food processing industry.

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FBPSS00056 Supervised Food Processing Operator Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Description

This skill set is designed to cover the skills and knowledge required to begin work in a food processing setting, in an operational role under supervision. In this role workers have the technical skills to use a limited range of machinery and/or equipment to process food and carry out routine tasks guided by established procedures.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package*, including:

- FBP20121 Certificate II in Food Processing

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- FBPFSY2002 Apply food safety procedures
- FBPOPR2071 Provide and apply workplace information
- FBPOPR2096 Follow procedures to maintain good manufacturing practice in food processing
- FBPWHS2001 Participate in work health and safety processes

Target Group

This skill set is for those beginning work as an operator in a food processing workplace, who will carry out operational tasks under supervision.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for those entering the food processing industry.

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FBPSS00057 Food Processing Operator Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Description

This skill set is designed to cover the skills and knowledge required to work in an operational role in the food processing industry. In this role, workers are required to work autonomously, use judgement, interpret information, and apply solutions to routine and some non-routine problems.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package*, including:

- FBP30121 Certificate III in Food Processing

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- FBPFSY3003 Monitor the implementation of food safety and quality programs
- FBPFSY3004 Participate in traceability activities
- FBPOPR3019 Operate and monitor interrelated processes in a production or packaging system
- FBPOPR3021 Apply good manufacturing practice requirements in food processing
- FBPWHS3001 Contribute to work health and safety processes

Target Group

This skill set is for those entering or re-entering the food processing workplace as an operator.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for those entering the food processing industry.

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FBPSS00058 Prepare Australian Bush and Native Foods Products for Sale Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 8.0

Description

This skill set is designed to provide the knowledge and skills for workers who are required to prepare products for sale in an Aboriginal and/or Torres Strait Islander Australian Bush and Native Foods business.

Pathways Information

These units of competency provide credit towards qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package* including:

- FBP20121 Certificate II in Food Processing
- FBP30121 Certificate III in Food Processing

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- AHCOCM302 Work with an Aboriginal and/or Torres Strait Islander Community or organisation
- AMPX219 Follow electronic labelling and traceability systems in a food processing establishment
- FBPOPR2075 Work effectively in the food processing industry
- SIRXPDK001 Advise on products and services

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Target Group

This skill set is particularly aimed at Aboriginal and/or Torres Strait Islander people who require the skills and knowledge to work in an Australian Bush and Native Foods sales environment.

Suggested words for Statement of Attainment

These competencies from the *AHC Agriculture, Horticulture and Conservation and Land Management Training Package, AMP Australian Meat Processing Training Package, FBP Food, Beverage and Pharmaceutical Training Package and the SIR Retail Services Training Package* meet the requirements for those preparing Australian Bush and Native Foods products for sale.

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FBPSS00059 Prepare to Set up an Australian Bush and Native Food Production Business Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 8.0.

Description

This skill set is designed to cover the knowledge and skills required to prepare to set up an Australian bush and native food production business.

Pathways Information

These units of competency provide credit towards qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package* including:

- FBP20121 Certificate II in Food Processing
- FBP30121 Certificate III in Food Processing

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- AHCOCM302 Work with an Aboriginal and/or Torres Strait Islander Community or organisation
- AHCOCM303 Follow Aboriginal and/or Torres Strait Islander cultural protocols
- BSBESB301 Investigate business opportunities
- FBPOPR2071 Provide and apply workplace information
- FBPOPR2074 Carry out manual handling tasks

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Target Group

This skill set is for those who are preparing to set up an Australian bush and native food production business. It is particularly aimed at Aboriginal and/or Torres Strait Islander people who require the skills and knowledge to set up their own business.

Suggested words for Statement of Attainment

These competencies from the *AHC Agriculture, Horticulture and Conservation and Land Management Training Package, BSB Business Services Training Package and the FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for those preparing to set up an Australian native and bush foods production business.

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FBPSS00060 Source and Harvest Bush and Native Food Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 8.0.

Description

This skill set is designed to provide the knowledge and skills required for to source and harvest bush and native foods for a food production business.

Pathways Information

These units of competency provide credit towards qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package* including:

- FBP20121 Certificate II in Food Processing
- FBP30121 Certificate III in Food Processing

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- AHCCSW304 Identify Aboriginal and/or Torres Strait Islander culturally significant plants
- AHCOCM302 Work with an Aboriginal and/or Torres Strait Islander Community or organisation
- AHCOCM303 Follow Aboriginal and/or Torres Strait Islander cultural protocols
- FBPBSH201 Participate in wild harvesting of native plants for food processing
- FBPWHS2001 Participate in work health and safety processes

Target Group

This skill set is for individuals who work on Country harvesting bush and native foods for production.

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Suggested words for Statement of Attainment

These competencies from the *AHC Agriculture, Horticulture and Conservation and Land Management Training Package and the FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for those preparing Australian Native and Bush Foods products for sale.

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FBPBEV2004 Identify key stages and beer production equipment in a brewery

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to identify key functions within a brewery and the key stages of beer production.

This unit applies to individuals who are preparing to work in a brewery, usually in an operational role under general supervision.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Beverages (BEV)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Recognise stages and equipment for brewing beer	1.1 Identify key stages in beer production 1.2 Identify major equipment and equipment function for each beer production stage
2. Identify key information to support beer production	2.1 Identify workplace information for each production stage, including information about safety and standard operating procedures (SOP) 2.2 Identify the key health and safety risks in a brewery, and how each is controlled 2.3 Confirm supervisor or key resource person for each location or stage
3. Identify workplace products and procedures	3.1 Identify products produced and other services provided by the brewery 3.2 Identify key responsibilities of different roles, teams or functions within the workplace 3.3 Identify what makes a quality product at the brewery 3.4 Identify the regulatory requirements that need to be met 3.5 Recognise key responsibilities of operator role

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace information relevant to operator role, including SOPs and safety information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBEV2004 Identify key stages and beer production equipment in a brewery	FBPOPR2011 Identify key stages and beer production equipment in a brewery	Changes to Elements and Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBEV2004 Identify key stages and beer production equipment in a brewery

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has identified key stages and beer production equipment in at least one brewery, including:

- identifying the stages in the brewing process and how the stages relate to each other
- identifying equipment in the brewery
- identifying at least four health and safety risks within the brewery, and how each is controlled.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the range of products and services that the brewery produces
- key functions and processes within the workplace, including storage of raw materials, preparation of grain, yeast management, wort production, cellar operations, bottling and packaging
- key legal requirements of beer production
- how each function or process contributes to product and services quality
- key health and safety risks in a brewery, and how they are controlled
- own workplace and site layout, roles and responsibilities
- features and purpose of key equipment and work areas
- roles of key staff members and responsibilities within the brewery
- reporting procedures and processes for key stages and beer production equipment in a brewery
- workplace information sources, and updating and accessing of requirements and procedures.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a brewery or an environment that accurately represents workplace conditions
- specifications:
  - work procedures, instructions and general workplace information.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBEV3001 Operate and monitor a wort production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a wort production process.

This unit applies to individuals who are responsible for the operation and monitoring of wort production and associated equipment in a beer manufacturing environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Beverages (BEV)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Check production requirements against job specifications 1.2 Confirm availability of required materials according to production requirements 1.3 Confirm availability of services according to production

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.4 Wear appropriate personal protective clothing, and ensure correct fit
2. Prepare the wort production process for operation	2.1 Conduct pre-start checks of equipment according to operating procedures 2.2 Identify health, safety and food safety hazards and controls according to operating procedures 2.3 Set the wort production process to meet production requirements
3. Operate and monitor equipment	3.1 Start up the wort production system according to operating procedures 3.2 Monitor control points to confirm performance is maintained within specification 3.3 Undertake simple tests according to operating procedures 3.4 Ensure system and sub-system outputs meet specification 3.5 Monitor equipment to confirm optimal operations 3.6 Identify, rectify and/or report out-of-specification wort, process and equipment performance 3.7 Record production details in line with workplace and regulatory requirements
4. Shut down the wort production system	4.1 Identify and implement the appropriate shutdown procedure 4.2 Clean and maintain equipment according to workplace procedures 4.3 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures according to environmental procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret safety information and workplace and standard operating procedures • Interpret production requirements • Interact with digital screens
Writing	• Complete batch records to meet workplace and regulatory requirements using electronic, digital and/or paper-based formats
Numeracy	• Monitor process control indicators and data • Monitor supply and flow of materials to and from the process • Read and interpret gauges and scales • Measure volume of wort (L and hL)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBEV3001 Operate and monitor a wort production process	FBPOPR2061 Operate a wort production process	Unit sector code updated to better match work task Code updated to better match complexity of work task Prerequisite removed Changes to Elements and Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPBEV3001 Operate and monitor a wort production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored wort production equipment to produce at least one batch of wort to meet product specifications, including:

- following safe work procedures
- monitoring critical control points
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of the wort production process
- relationship between the wort production process and the fermentation process
- stages and changes that occur during wort production, including milling, mashing and lautering, separation, boiling and cooling
- equipment used in the production of wort
- methods to transfer fluids and materials between vessels
- purpose of malt, hops, water, adjuncts and the preparation procedure for each
- purpose of the addition of processing aids and other ingredients
- good manufacturing practices (GMP) relevant to work task
- correct procedures for handling dangerous goods, including dust explosion hazards and control procedures relevant to wort production
- quality characteristics to be achieved for the wort production process
- wort process specifications, procedures and operating parameters
- the importance of temperature, temperature control systems and temperature intervals during wort production
- purpose of wort production equipment and instrumentation components

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- significance and methods of monitoring control points within the wort production process
- sampling methods and typical tests undertaken
- common causes of variation, and corrective action required
- common microbiological, physical, chemical and allergen hazards related to beer production, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- health and safety hazards and controls, including the purpose and limitations of protective clothing and equipment relevant to the work process
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures
- cleaning requirements associated with changeovers and types of shutdowns
- procedures for reporting problems relevant to the wort production process
- cleaning and sanitation procedures
- traceability procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a brewery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - wort production equipment and services
  - raw materials and adjuncts required for product
  - cleaning equipment and materials
- specifications:
  - work procedures, including advice on safe work practices, food safety and environmental requirements
  - batch instructions, control points and production parameters
  - sampling and testing schedules
  - recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPBEV3002 Prepare and monitor beer yeast propagation processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to prepare and monitor beer yeast propagation processes.

This unit applies to workers who have responsibility for yeast propagation in the brewing industry. These individuals may have some responsibility for others, and address routine, predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Beverages (BEV)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for propagation	1.1 Identify and confirm propagation requirements 1.2 Wear appropriate personal protective clothing, and ensure correct

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	fit 1.3 Prepare yeast cultures for use according to specifications 1.4 Confirm product and materials are available to meet propagation requirements 1.5 Prepare product to meet specified propagation requirements 1.6 Confirm propagation services are available and ready for operation
2. Prepare equipment for culture preparation	2.1 Check cleaning and sterilising equipment to confirm readiness for use 2.2 Select, clean and sterilise propagation equipment according to health, safety and food safety procedures 2.3 Select, clean and sterilise transfer equipment according to health, safety and food safety procedures 2.4 Start up the beer yeast propagation process according to workplace health and safety and operating requirements
3. Maintain and monitor the propagation process	3.1 Conduct transfer operations to meet propagation requirements 3.2 Conduct the culture propagation process according to workplace procedures 3.3 Make scale-up additions to ensure optimum performance 3.4 Monitor control points to confirm performance is maintained within specification 3.5 Monitor equipment to optimal operations 3.6 Identify, rectify and report out-of-specification product, process and equipment performance according to workplace procedures
4. Complete propagation activities	4.1 Complete the propagation process according to workplace procedures 4.2 Dismantle equipment and prepare for cleaning according to workplace requirements 4.3 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 4.4 Conduct work in accordance with workplace environmental guidelines 4.5 Record workplace information in the appropriate format according to workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job task • Interpret production requirements
Writing	• Complete processing records using electronic, digital and/or paper-based formats
Numeracy	• Perform counts on samples using grids • Interpret and apply dilution ratios • Log and track yeast counts

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBEV3002 Prepare and monitor beer yeast propagation processes	FBPOPR2003 Prepare and monitor beer yeast propagation processes	Unit sector updated to better match work task Code updated to better match complexity of work task Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence to clarify requirements and Assessment Conditions	Equivalent

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Assessment Requirements for FBPBEV3002 Prepare and monitor beer yeast propagation processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared and monitored beer yeast propagation processes on at least one occasion, including:

- applying safe work practices
- following food safety procedures
- preparing product and materials, including:
  - culture yeast slopes
  - oxygenated wort
  - yeast nutrients
  - oxygen supply and sterilisation
  - wort heating
  - wort sterilisation
- confirming equipment status and condition, including checking:
  - cleaning and/or sterilisation requirements have been met
  - position and alignment of valves
  - integrity of door seals and small vessel tubing and condition of gas (oxy) filters
- monitoring the process and equipment operation to identify out-of-specification results or non-compliance, including sampling and checking:
  - temperature (wort)
  - wort gravity
  - wort oxygenation levels
  - yeast cell counts
  - yeast viability
  - weight
- taking corrective action in response to out-of-specification results or non-compliance.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of propagating yeast cultures
- relationship of propagation to alcoholic fermentation
- stages and changes that occur during culture propagation
- effect of process stages on end product
- quality characteristics and uses of yeast cultures
- product and materials preparation requirements, and the effect of variation on the process
- main methods used in propagating yeast for beer production
- the fermentation reaction for yeast cultures
- techniques that may be used to manipulate the propagation process and end product characteristics, including:
  - temperature
  - yeast strain
  - wort stream
  - wort gravity
  - additions (nutrients)
  - oxygen
- process specifications, procedures and operating parameters relevant to beer yeast propagation
- equipment and instrumentation components, purpose and operation required for beer yeast propagation processes
- basic operating principles of process control systems
- services used in the beer yeast propagation processes
- significance and method of monitoring control points within the process
- common causes of variation with equipment, and corrective action required
- health and safety hazards and controls for beer yeast propagation processes
- lock-out and tag-out procedures required for beer yeast propagation processes
- procedures and responsibility for reporting problems relating to the beer yeast propagation processes
- environmental issues and controls relevant to yeast propagation processes
- shutdown and cleaning requirements associated with changeovers, and types of shutdowns
- waste handling requirements and procedures for beer yeast propagation processes
- recording requirements and procedures for beer yeast propagation.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a brewery or an environment that accurately represents workplace conditions

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- resources, equipment and materials:
  - personal protective clothing and equipment
  - yeast propagation equipment and related services
  - yeast cultures
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on company practices, safe work practices, food safety, quality and environmental requirements
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPBEV3003 Operate and monitor a brewery fermentation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down brewery fermentation equipment to ferment and mature beer.

This unit applies to individuals who work in a brewery. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of brewery fermentation and maturation processes and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Beverages (BEV)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Check production requirements according to product specifications 1.2 Confirm clarification requirements, including specifications for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	any additions and agents 1.3 Confirm availability of services according to workplace procedures 1.4 Wear appropriate personal protective clothing, and ensure correct fit according to safe work requirements 1.5 Conduct pre-start checks according to operator instructions, including checking that hygiene and sanitisation standards are met and all safety guards are in place 1.6 Set the fermentation process to meet production requirements
2. Operate and monitor the system	2.1 Start up, operate and monitor the system according to safe work procedures 2.2 Confirm system and sub-system outputs meet specifications 2.3 Monitor equipment to confirm optimal operations 2.4 Monitor and control temperature to confirm optimal conditions 2.5 Monitor and control pressure to ensure optimal operating conditions 2.6 Undertake analysis to ensure yeast is effective and free of bacterial contamination according to food safety and workplace 2.7 Identify, rectify and report out-of-specification product, process and equipment performance 2.8 Record workplace information for the beer fermentation and maturation process according to workplace procedures
3. Recover beer if required	3.1 Put yeast slurry through a beer recovery process in order to minimise beer wastage 3.2 Transfer recovered beer to appropriate tank or vessel according to food safety and workplace procedures
4. Shut down the system	4.1 Shut down the system safely according to operating procedures 4.2 Clean and maintain equipment to meet the cleaning schedule and procedural requirements 4.3 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 4.4 Record workplace information in the appropriate format

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Complete processing records using electronic, digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators and data • Use fractions, decimals, proportions and percentages to determine responses to results • Use volumes (ml, L, hL) and weights (mg, g, kg) to describe product quantities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBEV3003 Operate and monitor a brewery fermentation process	FBPOPR2030 Operate a brewery fermentation process	Prerequisite removed Unit title and sector code updated to better match work task Code updated to better match complexity of work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

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Assessment Requirements for FBPBEV3003 Operate and monitor a brewery fermentation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has set up, operated, adjusted and shut down brewery fermentation and maturation equipment to process at least one batch of beer to specifications, including:

- applying safe work practices
- applying food safety procedures to work practices
- monitoring control points within the fermentation process
- sampling to ensure yeast effectiveness and freedom from bacterial contamination
- undertaking corrective action required in the event of variation to specifications and operating parameters.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, principles and requirements of the fermentation and maturation of beer
- relationship between the fermentation and maturation process, and the wort production process
- stages and changes that occur during fermentation
- fermentation process specifications, procedures and operating parameters
- significance of control points within the fermentation and maturation process
- fermentation equipment and instrumentation components, purpose and operation
- vessel-cooling systems for the brewery fermentation process
- purpose of temperature control and cold storage in the beer maturation process
- purpose of protein absorbing agents
- purpose of oxygen scavenging agents
- purpose of tannin absorbing agents

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- procedures for vessel transfer
- quality characteristics to be achieved
- common causes of variation, and corrective action required
- purpose of finings in a beer maturation process
- purpose of dry hopping
- purpose of other flavour additions in cellars
- health and safety hazards and controls, including the purpose and limitations of protective clothing and equipment relevant to the work process
- contamination/cross-contamination and food safety risks related to the fermentation and maturation process and related controls
- common microbiological, physical, chemical and allergen hazards related to brewing, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- good manufacturing practices (GMP) relevant to work task
- procedures and responsibilities for reporting problems during the fermentation process
- environmental issues and controls, including waste handling and disposal
- shutdown and cleaning requirements associated with changeovers, and types of shutdowns
- recording requirements and procedures for fermentation
- cleaning and sanitisation procedures for beer fermentation and maturation equipment
- sampling and testing procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a brewery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - relevant hazard control equipment
  - manual handling equipment
  - fermentation and maturation processing equipment
  - wort to be processed
  - sampling and testing equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPBEV3004 Operate and monitor a beer filtration process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a beer filtration process to make bright beer.

This unit applies to individuals who have responsibility for filtering beer in a brewery. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a beer filtration process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Beverages (BEV)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the filtration process for operation	1.1 Confirm beer is available to meet production requirements 1.2 Confirm availability of services according to operating requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Wear appropriate personal protective clothing, and ensure correct fit 1.4 Conduct pre-start checks of equipment according to operator instructions, including checking that hygiene and sanitisation standards are met 1.5 Set the filtration process to meet production requirements
2. Operate and monitor equipment	2.1 Start up beer filtration equipment according to safe operating procedures 2.2 Monitor equipment and control points to minimise dissolved oxygen, and confirm performance is maintained within specification 2.3 Undertake blending of beer as part of filtration process, as required of product specification 2.4 Confirm system and sub-system outputs meet specifications 2.5 Undertake microbiology testing at control points for risk of bacterial infection or wild yeast contamination 2.6 Identify, rectify and report out-of-specification product, process and equipment performance 2.7 Record production and other workplace information according to workplace procedures
3. Shut down the filtration system	3.1 Shut down the system safely according to operating procedures 3.2 Clean and maintain equipment to meet the workplace cleaning schedule and procedural requirements 3.3 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Complete processing records using electronic, digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators and data • Use fractions, decimals, proportions and percentages to determine responses to results • Use volumes (ml, L, hL) and weights (mg, g, kg) to describe product quantities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBEV3004 Operate and monitor a beer filtration process	FBPOPR2013 Operate a bright beer tank process	Unit merged with FBPOPR2015 Operate a beer filtration process Prerequisite removed Unit title and sector code updated to better match work task Code updated to better match complexity of work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Not equivalent
FBPBEV3004 Operate and monitor a beer filtration	FBPOPR2015 Operate a beer	Unit merged with FBPOPR2013 Operate a	Not equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
process	filtration process	bright beer tank process Prerequisite removed Unit title and sector code updated to better match work task Code updated to better match complexity of work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	

Links

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Assessment Requirements for FBPBEV3004 Operate and monitor a beer filtration process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has set up, operated, adjusted and shut down beer filtration equipment to process at least one batch of beer to specifications, including:

- applying safe work practices
- applying food safety procedures to work practices
- using fobbing equipment correctly to control oxygen and beer quality
- undertaking required corrective action in the event of variations to specification and procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of the filtration process
- relationship between the wort production process, the fermentation process and bright beer tanks
- stages and changes that occur during filtration
- purpose of filter aids, filtration beds and filters in the beer production process
- significance and methods of monitoring control points within the filtration process
- beer filtration equipment used, including components, purpose and operation
- consequences of turbulence and the procedures to avoid it
- effect of bacteria, oxygen and temperature on quality
- fobbing and its effect on quality
- addition of flavours in filtration
- addition of hop products in filtration
- common causes of variation, and corrective action required

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- contamination/cross-contamination and food safety risks related to the filtration process, and related controls
- good manufacturing practices (GMP) relevant to work task
- health and safety hazards and controls relevant to the beer filtration process
- environmental issues and controls, including waste handling requirements and procedures
- shutdowns and cleaning requirements associated with changeovers
- recording requirements and procedures for the beer filtration process
- cleaning and sanitisation procedures for beer filtration equipment
- sampling and testing procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a brewery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - relevant hazard control equipment and storage areas for hazardous goods
  - filtration equipment
  - filter aids and stabilising agents
  - beer to be filtered
- specifications:
  - workplace procedures, including safe work practices, food safety, quality and environmental requirements
  - specifications, control points and parameters for the beer filtration equipment and process
  - beer filtration equipment operating and service manuals
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBEV3005 Operate and monitor juice processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to operate and monitor pressing equipment to produce and subsequently store fruit and/or vegetable juice.

This unit applies to individuals who work in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a juice process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Beverages (BEV)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm milled fruit and/or vegetable product is available to meet production requirements 1.2 Identify and confirm cleaning and maintenance requirements and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	status according to health, safety and food safety requirements 1.3 Wear appropriate personal protective clothing, and ensure correct fit
2. Prepare the pressing equipment for operation	2.1 Fit machine components and related attachments, and adjust to meet pressing requirements 2.2 Enter processing and operating parameters to meet pressing requirements 2.3 Load milled product ready for processing 2.4 Carry out pre-start checks according to safe operating procedures
3. Press fruit and/or vegetables	3.1 Start, operate and monitor the process according to workplace procedures 3.2 Inspect pressed product to ensure specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Shut down the process according to safe work procedures 3.5 Conduct work and maintain a clean and tidy workplace according to workplace environmental guidelines 3.6 Maintain records of pressing according to workplace procedures
4. Pasteurise and store juice	4.1 Pasteurise juice according to workplace procedures 4.2 Store juice in tank in line with product specifications 4.3 Monitor juice product to avoid microbial deterioration 4.4 Take samples and test stored product to ensure product remains within specification 4.5 Maintain records of stored product according to workplace procedures
5. Conduct housekeeping and identify maintenance requirements	5.1 Follow and apply workplace housekeeping and environmental procedures 5.2 Identify and report any maintenance requirements according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record processing data using electronic, digital and/or paper-based formats
Oral Communication	• Ask questions to clarify understanding or seek further information • Communicate and report operational and safety information to relevant personnel
Numeracy	• Monitor and interpret production and process control indicators and data • Read and interpret gauges and scales, including temperature (°C), press and flow rates • Monitor supply and flow of materials to and from the process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBEV3005 Operate and monitor juice processing	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBEV3005 Operate and monitor juice processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated pressing and pasteurising equipment to process at least one batch of milled fruit and/or vegetables to meet juice specification, including:

- applying safe work procedures
- following food safety procedures
- monitoring stored product to specification
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the juice processing process, including stages and changes that occur during the pressing and pasteurisation process, and that can occur during storage of juice
- basic operating principles of equipment for the pressing and pasteurisation process, including:
  - safety hazards associated with pressing equipment
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
  - services required for operation of juice processing equipment used in the workplace
- the flow of the pressing, pasteurisation and storage process, and the effect of product output on downstream processes
- quality characteristics of pasteurised juice

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- methods used to monitor the pressing process, including inspecting, measuring and testing in-feed and out-feed solids, and other tests as required by the process
- good manufacturing practices (GMP) relevant to work task
- health and safety hazards and controls, including the purpose and limitations of protective clothing and equipment relevant to the work process
- inspection or test points (control points) in the pressing process and the related procedures and recording requirements, including use of refractometers
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- contamination/cross-contamination, spoilage and other food safety risks associated with pressed juice, and related control measures
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- standard microbiological techniques to identify food poisoning and spoilage organisms
- the importance of plant hygiene and how it can affect the finished product
- microbiological toxins and aflatoxins
- common chemical reactions that occur in juice processing, including both spontaneous and controlled reactions, including:
  - the role of enzymes, ascorbic acid and nitrogen gas in generating biological reactions
  - tests commonly used to measure phenomena, and related units of measurement
  - the role of temperature and pressure in the transition process
- pH and its impact on fermentation
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for operating the process
- cleaning and sanitisation procedures required for operating pressing, pasteurisation and storage equipment
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the operation of the juice processing process, including handling of waste
- basic operating principles of process control where relevant, including the relationship between control panels and systems and the physical equipment
- recording procedures to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

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- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - juice pressing and pasteurisation equipment and related services
  - fruit and/or vegetables to be pressed
  - sampling schedules and test procedures and equipment as required
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule and batch specifications, control points and processing parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBEV3006 Control and monitor fruit and/or vegetable washing and milling

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to operate and monitor washing and milling equipment to produce milled fruit and/or vegetables, ready for storage and further processing.

This unit applies to individuals who work in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a juice process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Beverages (BEV)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in	1.1 Confirm fruit and/or vegetables are available to meet production

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
processing area	requirements 1.2 Identify and confirm cleaning and maintenance requirements and status according to health, safety and food safety requirements 1.3 Wear appropriate personal protective clothing, and ensure correct fit
2. Prepare the washing and milling equipment for operation	2.1 Fit machine components and related attachments, and adjust to meet washing and milling requirements 2.2 Enter processing and operating parameters to meet washing and milling requirements 2.3 Carry out pre-start checks according to safe operating procedures
3. Operate and monitor the washing and milling process	3.1 Start, operate and monitor the process according to workplace procedures 3.2 Monitor equipment to ensure optimal operations 3.3 Inspect washed and milled fruit and/or vegetables to ensure specifications are met 3.4 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Shut down the process according to safe work procedures 3.6 Maintain records of washing and milling according to workplace procedures
4. Store milled fruit and/or vegetables	4.1 Store washed and milled fruit and/or vegetables in tank in line with product specifications 4.2 Monitor product to avoid microbial deterioration 4.3 Take samples and test stored product to ensure product remains within specification 4.4 Maintain records of stored product according to workplace procedures
5. Conduct housekeeping and identify maintenance requirements	5.1 Follow and apply workplace housekeeping and environmental procedures 5.2 Identify and report any maintenance requirements according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record processing data using electronic, digital and/or paper-based formats
Oral Communication	• Ask questions to clarify understanding or seek further information • Communicate and report operational and safety information to relevant personnel
Numeracy	• Monitor and interpret production and process control indicators and data • Read and interpret gauges and scales for temperature (°C), speed and flow rates • Monitor supply and flow of materials to and from the process • Recognise capacity of storage tanks (L, hL) and weights of raw product (kg, T)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBEV3006 Control and monitor fruit and/or vegetable washing and milling	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBEV3006 Control and monitor fruit and/or vegetable washing and milling

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has controlled and monitored fruit and/or vegetable washing and milling equipment to process at least one batch of fruit and/or vegetables to specification, including:

- applying safe work procedures
- following food safety procedures
- monitoring stored product to specification
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the process, including stages and changes that occur during washing, milling and storage
- basic operating principles of equipment for the washing, milling and storage of milled fruit and/or vegetables, including:
  - safety hazards associated with washing and milling equipment
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required for washing and milling equipment used in the workplace
- the flow of the washing and milling process, and the effect of product output on downstream processes
- quality characteristics and uses of milled fruit and/or vegetables

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- methods used to monitor the washing, milling and storage of fruit and/or vegetables, including inspecting, measuring and testing in-feed and out-feed solids, and other tests as required by the process
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the process, and the related procedures and recording requirements, including use of refractometers
- health and safety hazards and controls, including the purpose and limitations of protective clothing and equipment relevant to the work process
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- contamination/cross-contamination, spoilage and other food safety risks associated with storing milled fruit and/or vegetables, and related control measures
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- standard microbiological techniques to identify food poisoning and spoilage organisms
- the importance of plant hygiene, and how it can affect the finished product
- microbiological toxins and aflatoxins
- common chemical reactions that occur in juice processing, including both spontaneous and controlled reactions, including:
  - the role of enzymes, ascorbic acid and nitrogen gas in generating biological reactions
  - tests commonly used to measure phenomena, and related units of measurement
  - the role of temperature and pressure in the transition process
- pH and its impact on fermentation
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for operating the washing, milling and storage process
- cleaning and sanitisation procedures required for operating the washing, milling and storage equipment
- environmental issues and controls relevant to the operation of the washing and milling process, including handling of waste
- basic operating principles of process control where relevant, including the relationship between control panels and systems and the physical equipment
- recording procedures to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

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- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - juice washing, milling and storage equipment and related services
  - fruit and/or vegetables
  - sampling schedules and test procedures and equipment as required
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule and batch specifications, control points and processing parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBEV3007 Operate and monitor a beer maturation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a beer maturation process.

This unit applies to individuals who work in operational roles in a brewery. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a beer maturation process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety, food safety and environmental regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Beverages (BEV)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm maturation requirements according to production requirements 1.2 Confirm clarification requirements, including specifications for

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	any additions and agents 1.3 Confirm materials are available to meet production requirements 1.4 Confirm services as being ready for operation according to workplace procedures and safety and food safety requirements 1.5 Wear appropriate personal protective clothing and equipment, and ensure correct fit
2. Prepare the maturation process for production	2.1 Check equipment to confirm readiness for use according to workplace procedures 2.2 Set the maturation process to meet production requirements 2.3 Carry out pre-start checks according to operator instructions
3. Operate and monitor process and equipment	3.1 Start up, operate and monitor equipment and control points according to safe work procedures 3.2 Confirm system and sub-system outputs meet specification 3.3 Monitor equipment to confirm optimal operations 3.4 Identify, rectify and/or report out-of-specification product, process and equipment performance 3.5 Complete size and product changeovers in accordance with batch instructions 3.6 Record workplace information for the beer maturation process according to workplace procedures
4. Shut down the system	4.1 Shut down the system safely according to operating procedures 4.2 Clean and maintain equipment to meet the workplace cleaning schedule and procedural requirements 4.3 Collect, treat and dispose of or recycle waste generated by both the process and workplace cleaning procedures 4.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record product and processing information on digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process • Use volumes (ml, L, hL) and weights (mg, g, kg) to describe product quantities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBEV3007 Operate and monitor a beer maturation process	FBPOPR2016 Operate a beer maturation process	Prerequisite removed Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBEV3007 Operate and monitor a beer maturation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a beer maturation process to produce at least one batch of beer to meet product specifications, including:

- applying safe work practices
- applying food safety procedures to work practices
- operating equipment and controls to achieve specifications, including:
  - required temperature
  - required concentration of finings and other additions
  - transfers
  - disposal of sediment and other waste
- undertaking corrective action in the event of variation to specification.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of the beer maturation process
- relationship between the maturation process, the fermentation process and the filtration process
- stages and changes that occur during beer maturation
- requirements of maturation
- purpose of temperature control and cold storage in the beer maturation process
- purpose of protein absorbing agents
- purpose of oxygen scavenging agents
- purpose of tannin absorbing agents
- procedures for vessel transfer
- quality characteristics to be achieved

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- process specifications, procedures and operating parameters
- good manufacturing practices (GMP) relevant to work task
- significance and methods of monitoring control points within the maturation process
- beer maturation equipment and instrumentation components, purpose and operation
- common causes of variation, and corrective action required
- work health and safety hazards and controls relevant to a beer maturation process
- environmental issues and controls for process, including waste handling requirements and procedures
- procedures to track traceability of product
- cleaning and sanitisation procedures for a beer maturation process
- purpose of finings in a beer maturation process
- cask maturation process.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a brewery or a workplace environment that accurately represents workplace conditions
- resources, equipment and materials:
  - equipment, materials and services necessary to the maturation process
  - personal protective clothing and equipment
  - fermentation tank
  - additions and agents
  - supply and flow of materials to and from the process
  - waste sediment disposal
- specifications:
  - access to workplace information to identify production requirements and beer type for beer maturation process
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - product/beer-type changeover processes
  - reporting and documentation processes and requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBEV3008 Manufacture roast and ground coffee

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a coffee bean blending, roasting and grinding process.

The unit applies to production workers responsible for the operation and monitoring of a blending, roasting and grinding process and associated equipment in a coffee production environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Beverages (BEV)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the blending, roasting and grinding process for operation	1.1 Ensure materials are available to meet production specification 1.2 Identify safety requirements and wear appropriate personal protective equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify food safety requirements for the task and product 1.4 Enter processing or operating parameters to meet safety and production requirements 1.5 Carry out pre-start checks according to operator instructions
2. Operate and monitor the blending, roasting and grinding process	2.1 Start and operate the process according to workplace procedures 2.2 Monitor equipment to identify variation in operating conditions 2.3 Adjust equipment operations to meet product specification 2.4 Blend and roast green beans according to product and recipe specifications 2.5 Grind roasted beans to product specifications 2.6 Identify and rectify or report out-of-specification production outcomes 2.7 Maintain the work area according to workplace guidelines, health and safety and food safety requirements 2.8 Maintain workplace records in required format according to workplace procedures
3. Shut down the roasting and grinding process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process safely according to operating procedures 3.3 Identify and report maintenance requirements according to workplace procedures 3.4 Clean equipment and dispose of waste in line with environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information to identify relevant and key information from specifications, instructions and operating manuals

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Skill	Description
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Recognise and perform basic calculations for handling product and material weights and volumes and for setting processing parameters

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBEV3008 Manufacture roast and ground coffee	FBPBEV2002 Manufacture roast and ground coffee	Unit code updated to match complexity of task Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBEV3008 Manufacture roast and ground coffee

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has blended, roasted and ground at least one batch of coffee beans to meet product specifications, including:

- applying food safety procedures to work practices
- following safe work procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- steps and purpose of each stage in the roasting and grinding process
- basic operating principles of roast and ground coffee equipment, including:
  - main equipment components
  - status and purpose of guards
  - basic principles and operation of roasting and grinding system
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- roasting and grinding flow process, and the effect of outputs on the downstream processes, including:
  - how each stage of the process affects related stages
  - how the outputs of this process affect the filling stage
- quality characteristics to be achieved by the roasting and grinding process, including:
  - varieties of green beans
  - effect of bean characteristics on roasting and grinding processes

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- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- inspection or test points (control points) in the roast and ground coffee process, and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the roast and ground coffee process, and related control measures
- common causes of product variation, and corrective action required
- workplace health and safety hazards and procedures, including the purpose and limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdown procedures for the process and workplace production requirements, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
  - isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste collection and disposal, and handling procedures related to the process
- cleaning and sanitisation procedures for roast and coffee grinding equipment and worksite
- procedures to record traceability of product and ingredients.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - coffee roasting and grinding equipment and manuals
  - green coffee beans
  - suitable water supply
  - sampling schedules, test procedures and related equipment
  - equipment for cleaning roasting and coffee grinding equipment
- specifications:
  - work procedures, including safe work practices, food safety, quality and environmental requirements
  - recipe/batch specifications, control points and processing parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPBPG1001 Pack or unpack product manually

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to manually pack or unpack products including food and raw materials.

This unit applies to individuals who work under direct supervision to pack and unpack items into or from primary or secondary (inner or outer) packaging. Products being packed may be fed on a conveyor or be stationary.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to pack or unpack product	1.1 Read or listen to work instructions from supervisor, and ask for clarification where necessary 1.2 Identify health and safety hazards and food safety hazards, and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	report to supervisor 1.3 Use appropriate personal protective equipment according to workplace procedures 1.4 Identify packaging requirements according to job specifications 1.5 Check packaging consumables against product type
2. Manually pack or unpack product	2.1 Pack or unpack product to meet customer and order specifications 2.2 Stack product according to required configurations 2.3 Identify unacceptable packaging consumables, product and packed products, and remove and correct, or inform supervisor 2.4 Maintain the work area in a clean and tidy state according to workplace and food safety requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Recognise and seek guidance to correct simple problems
Writing	• Keep track of work activities
Oral communication	• Follow instructions to complete a limited set of well-defined tasks • Ask simple questions and listen carefully to clarify understanding or seek further information
Numeracy	• Keep track of work activities and supply of packaging consumables • Measure detergents and cleaning agents

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG1001 Pack or unpack product manually	FBPOPR1001 Pack or unpack product manually	Unit sector code updated Application of unit clarified Minor changes to Performance Criteria Foundation Skills refined Performance Evidence clarified Minor changes to Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG1001 Pack or unpack product manually

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has manually packed and/or unpacked at least 10 products, including:

- applying food safety procedures to work practices
- following safe work procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and function of packaging
- quality requirements of packaging components and consumables, the packing process, and the effect of outputs on both the further stages of packaging and storage, and on the final consumer
- packaging components and consumables used for each product type
- packaging, unpacking and/or wrapping and/or placement procedures for each product type
- consequences of incorrect procedures or configuration
- specifications for packing/packaging product and related equipment, components and consumables as required, including identifying any special packing/packaging requirements of particular customers
- storage and handling requirements of product
- contamination/food safety risks associated with manual packing, and related control measures
- common causes of variation in both product presented for packing and packing components and consumables, and corrective action required
- health and safety hazards and controls, including appropriate materials handling techniques related to the role
- services required, and action to take if services are not available.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - relevant materials, packaging components and consumables, and related equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and waste disposal requirements
  - production schedule and packaging specifications
  - documentation and recording requirements
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG2006 Operate the bottle capsuling process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down a range of semi-automated and automated bottling and packaging equipment involved in the bottle capsuling process.

The unit applies to individuals who work under general supervision in bottling and packaging and are responsible for operating and monitoring a bottle capsuling process and associated equipment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to operate bottle capsuling equipment	1.1 Confirm work instructions, including identifying potential health and safety in the workplace hazards and controls with supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Select, fit and use appropriate personal protective equipment 1.3 Ensure that product and dry goods are available to meet bottle capsuling requirements 1.4 Ensure that services are available and ready for operation 1.5 Prepare bottle capsuling equipment and check to confirm readiness for use 1.6 Setup equipment to meet bottle capsuling requirements
2. Operate and monitor the bottle capsuling process	2.1 Start up bottle capsuling equipment according to operating instructions 2.2 Monitor control points to confirm performance is maintained within equipment operation specification 2.3 Ensure bottles are supplied according to requirements 2.4 Monitor bottle capsuling equipment to confirm operating condition 2.5 Identify, rectify and report out-of-specification end product, process and equipment performance according to workplace procedures 2.6 Liaise with operators in other work areas to ensure ongoing bottling process runs efficiently and effectively
3. Shut down the bottle capsuling process	3.1 Shut down bottle capsuling equipment according to operating instructions 3.2 Prepare bottle capsuling equipment for cleaning according to workplace procedures
4. Conduct housekeeping activities	4.1 Carry out cleaning procedures 4.2 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 4.3 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret key messages in standard operating procedures
Navigate the world of work	• Follow clear instructions within defined level of responsibility • Recognise organisational expectations and follows explicit protocols and procedures • Seek clarification when required
Get the work done	• Respond to routine problems using step by step instruction and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG2006 Operate the bottle capsuling process	FDFBP2009A Operate the bottle capsuling process	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG2006 Operate the bottle capsuling process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively set up, operated and shut down all items of equipment in the bottle capsuling process on at least one occasion, including:

- confirming equipment is ready for operation, including:
  - cleaning and sanitation processes are completed
  - capsule magazines, wax disc hoppers and wax pots are operational
  - any adjacent coding equipment is set up and operational
  - line controls (conveyors) are operational
  - line lube is operational and being correctly applied
  - heat shrink settings are adjusted to suit capsule type
  - metal-spinner tension is correct for capsule type
  - equipment is set for correct bottle height
  - hot melt for wax disc application is operational
  - bottle feeds are filled with correct screws and stars and accurately aligned
- monitoring and adjusting process equipment to achieve required quality outcomes, ensuring:
  - compressed air pressure is at correct level
  - supply and quality of bottles to be capsuled
  - fill heights of bottles to be capsuled
  - clarity of content in bottles being capsuled
  - ongoing quality and appearance (shrinkage and fit) of capsule application
  - ongoing quality of materials used in the process
  - glue application and supply to wax disc process
- taking corrective action in response to typical faults and inconsistencies
- liaising with other work areas involved in the packaging process

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- completing workplace records as required
- applying safe work practices and identifying workplace health and safety hazards and controls.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of bottle capsuling equipment
- key features of bottle capsuling equipment and components
- links to related processes
- effect of process stages on end product
- quality characteristics and uses of end product
- effect of product and materials on process outcomes
- emergency and troubleshooting procedures
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- basic operating principles of process control systems where relevant
- services required
- significance and methods of monitoring control points
- common causes of variation and corrective action required
- technological advances that include automation, such as use of robots
- health and safety in the workplace hazards and controls
- routine maintenance requirements
- lock-out and tag-out procedures
- procedures and responsibility for reporting problems
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- recording requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - bottle capsuling equipment
  - bottle capsuling resources and consumables
  - tools and equipment for adjusting and maintaining equipment
  - personal protective equipment
- specifications:
  - work procedures and operating instructions or instructions.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG2009 Operate a beverage packaging process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a process for packaging beverages that are in sealed containers such as bottles and cans.

This unit applies to individuals who work under general supervision in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a packaging process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the packaging process for operation	1.1 Check packaging requirements according to workplace procedures and food safety requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Confirm availability of required materials according to job specifications 1.3 Confirm availability of services according to job specifications 1.4 Wear appropriate personal protective equipment and clothing, and ensure correct fit 1.5 Conduct pre-start checks of packaging equipment, including checking that hygiene and sanitisation standards are met and all safety guards are in place 1.6 Set the packaging process to meet production requirements
2. Operate and monitor equipment	2.1 Start up the packaging process according to workplace procedures and safety requirements 2.2 Monitor equipment and control points to confirm performance is maintained within specification 2.3 Confirm packages meet specifications 2.4 Maintain stock flow to and from packer process within production requirements 2.5 Identify, adjust and/or report out-of-specification product, process and equipment performance
3. Shut down packaging process	3.1 Shut down the system safely according to workplace procedures 3.2 Clean and maintain equipment to meet the cleaning schedule and procedural requirements 3.3 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 3.4 Record workplace information in the appropriate format according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Understand key requirements of safe work procedures • Interpret production requirements
Writing	• Record production information using digital and/or paper-based formats
Numeracy	• Read and interpret gauges and scales • Monitor supply and flow of materials to and from the process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG2009 Operate a beverage packaging process	FBPOPR2004 Operate a beer packaging process	Unit sector code updated to better match work task Title updated and references to beer removed throughout for broader application Minor change to unit Application Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG2009 Operate a beverage packaging process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has set up, operated, adjusted and shut down a beverage packaging process to package at least one batch or production run of packages to meet specifications, including:

- following safe work procedures
- monitoring supply of product and consumables
- clearing routine jams and addressing routine problems.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- relationship between the packaging process, fillers, labellers, other packaging equipment and palletisers, including stages that occur during filling and packaging
- requirements of the packaging process and types of packers
- effect of packaging on the end product
- process specifications, procedures and operating parameters of the beverage packaging process
- significance and methods of monitoring control points within the packaging process
- packaging equipment and instrumentation components, purpose and operation
- typical faults that can occur, and how they can be rectified, including:
  - glue seals on cartons
  - incorrect pack shape
  - materials faults
  - incomplete shrink wrapping
  - equipment faults
  - services faults

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- services used in the packaging process
- health and safety hazards and controls relevant to the packaging process
- good manufacturing practices (GMP) relevant to work task
- procedures and responsibility for reporting problems
- shutdown and cleaning requirements associated with changeovers, and types of shutdowns
- waste handling requirements and procedures relevant to the packaging process
- recording requirements and procedures, including down time
- cleaning procedures for the packaging equipment
- procedures to record traceability of product and ingredients.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food or beverage packaging workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - beverage packaging equipment and related services
  - product to be packaged
  - packaging consumables
- specifications:
  - work procedures, including advice on safe work practices, food safety and environmental requirements
  - production schedule and batch instructions, control points and filling parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG2010 Operate a case packing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a secondary packaging process used to form trays or boxes, load and position product, and seal the package.

This unit applies to individuals who work under general supervision and in a food processing packing environment. It typically applies to the worker responsible for applying basic operating principles to the operation and monitoring of a case packing process and associated equipment. Case packers may be configured as side loading, wrap around, drop, or pick and place packers.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the case	1.1 Confirm work instructions and clarify where required

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
packing equipment and process for operation	1.2 Identify health and safety hazards and inform supervisor 1.3 Wear appropriate personal protective equipment (PPE), and ensure correct fit 1.4 Confirm that packaged product and packaging components and consumables are available to meet production and food safety requirements 1.5 Carry out pre-start checks on process and related equipment to confirm readiness for use according to workplace procedures 1.6 Load or position packaging components and consumables according to workplace procedures and safety requirements 1.7 Set parameters to meet safety and packaging requirements
2. Operate and monitor equipment	2.1 Start, operate and monitor the process for variation in operating conditions according to safe work procedures 2.2 Report any variation in equipment operation according to workplace procedures 2.3 Monitor packaging quality and packaging appearance to confirm that specifications are met 2.4 Identify, adjust and report out-of-specification process outcomes according to workplace requirements 2.5 Follow and apply workplace cleaning procedures and environmental requirements
3. Shut down the case packing process	3.1 Identify the appropriate shutdown procedure, and implement safely according to operating procedures 3.2 Identify and report maintenance requirements according to workplace procedures 3.3 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret packing operation requirements
Writing	• Record operating, routine maintenance and shutdown information using digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG2010 Operate a case packing process	FBPOPR2018 Operate a case packing process	Updated sector code Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG2010 Operate a case packing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a case packing process to produce at least one batch of packing trays or boxes to meet specifications, including:

- monitoring control points and conducting inspections, as required, to confirm process remains within specification:
  - box formation
  - alignment, placement and quantity of units packed
  - operation of suction cups
  - operation of related equipment, including box closers and/or sealers
  - operation of ink jet coders to confirm correct code and clarity/legibility
- following safe work procedures
- addressing routine production issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of secondary packaging, including the requirements of packaging materials used and coding requirements
- basic operating principles of case packing equipment, including main equipment components, status and purpose of guards, purpose and location of electronic eyes and sensors, equipment operating capacities and applications, and services required for operation of case packers used in the workplace
- the flow of product to this stage in the packing process, and the effect of outputs on downstream processes
- quality characteristics and requirements of outer packaging materials and of the packaged product, including board quality and finished packaged product specifications

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- methods used to monitor the process, including visual inspection of the process and of the quality of the packaged product
- inspection or test points (control points) in the process and the related procedures and recording requirements, and testing gluing or sealing of packages where required
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters, including restart procedures following a crash or jam-up
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- common causes of variation, and corrective action required, including the effect of variation in packaging components/consumables on performance
- contamination/cross-contamination and food safety hazards and risks associated with this stage in the packaging process, and related control measures
- health and safety hazards and controls for operating a case packing process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the packaging process, including waste collection and handling procedures related to the process
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for case packing equipment
- recording requirements for traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing packing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - automated case packers and related equipment and services
  - personal protective equipment
  - packaging consumables
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems and production/packaging schedules
  - information on equipment capacity and operating parameters
  - specifications, control points and operating parameters

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- recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG2011 Operate a fill and seal process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a fill and seal process.

This unit applies to individuals who work under general supervision and in a food processing packing environment. It typically applies to the worker responsible for applying basic operating principles to the operation and monitoring of a filling and sealing process and associated equipment. This is a primary packaging process to fill product into packaging, including bottles, jars, boxes, drums, bladders and pails. It can apply to both aseptic and non-aseptic filling and sealing processes.

This unit should not be delivered in a qualification with FBPBPG3012 Operate and monitor a form, fill and seal process.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm work instructions and clarify where required 1.2 Identify health and safety hazards and inform supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Confirm that materials and packaging components and consumables are available to meet food safety and operating requirements 1.5 Identify and confirm equipment is clean and not locked out
2. Prepare the filling and sealing equipment and process for operation	2.1 Fit machine and adjust machine components and related attachments to meet safety and operating requirements 2.2 Acknowledge operating parameters to meet safety and production requirements 2.3 Carry out pre-start checks, adjusting equipment performance according to work health and safety and operating procedures
3. Operate and monitor equipment	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor packaging quality and ensure seal integrity meets specifications 3.3 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace cleaning procedures and environmental requirements
4. Shut down the filling and sealing process	4.1 Identify the appropriate shutdown procedure, and implement 4.2 Report maintenance requirements according to workplace procedures 4.3 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record data and observations using digital and/or paper-based formats
Oral communication	• Ask questions to clarify understanding or seek further information
Numeracy	• Monitor and interpret production and process control indicators and data, including weight (g, kg) and/or volume (ml, L) • Monitor supply and flow of materials to and from the process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG2011 Operate a fill and seal process	FBPOPR2021 Operate a fill and seal process	Updated sector code Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG2011 Operate a fill and seal process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a fill and seal process to package one batch of product to specification, including:

- monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - flow rates
  - product weights and volumes
  - fill levels
  - times and temperatures, including product and sealing temperatures
  - supply of packaging components/consumables
  - packaging quality and seal integrity, including testing seal integrity
- following safe work procedures
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of filling and sealing, including the purpose and characteristics required of packaging materials used and the method used to fill and seal product (where methods involve vacuum or map packaging, this includes an understanding of the effect of modified atmosphere on product shelf-life)
- product and packaging coding requirements, including product weight
- basic operating principles of filling and sealing equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications

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    - the purpose and location of sensors and related feedback instrumentation
    - services required for operation of filling equipment used in the workplace
- the flow of processes supplying the filling and sealing process, and the effect of outputs on downstream processes
- quality characteristics and requirements of filling and sealing, including:
    - quality requirements of product and packaging components/consumables
    - requirements of filling, including fill levels and weights
    - requirements of seal formation and integrity, and integrity testing procedures, where required
- methods used to monitor the process, including inspecting, measuring and testing
- inspection or test points (control points) in the process and the related procedures and recording requirements
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters, including procedures to clear a breach and restart following a crash or jam-up, as appropriate
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- common causes of variation, and corrective action required, including the effect of variation in both product and packaging components/consumables on filling and sealing performance, which also includes the effect of temperature variation on the filling process
- food safety hazards and risks associated with filling and sealing, and related control measures
- health and safety hazards and controls requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the filling and sealing process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- aseptic filling and sealing requirements
- cleaning and sanitisation procedures for filling and sealing equipment
- recording requirements for traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a food processing packing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - filling and sealing equipment and related services

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- personal protective equipment
- materials and packaging components/consumables to be formed and filled
- product
- cleaning materials and equipment

- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems and production/packaging schedules
  - information on equipment capacity and operating parameters
  - specifications, control points and operating parameters
  - recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG2012 Operate a packaging process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a packaging process or sub-system.

This unit applies to individuals who work under general supervision and operate and monitor a packaging process and associated equipment in a processing packaging environment. A packaging process may relate to primary and secondary packaging activities. It typically requires the operation of a series of related items of equipment to achieve the required outcome.

The unit only applies in a processing packaging environment where no other specific packaging unit is available. It should not be delivered in a qualification that includes another specific packaging unit.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and environmental regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Interpret work instructions and clarify where required 1.2 Identify health and safety hazards and inform supervisor 1.3 Wear appropriate personal protective equipment (PPE) and ensure correct fit 1.4 Confirm that packaging components and consumables, materials and items to be packaged are available to meet operating requirements 1.5 Identify and confirm equipment is clean and not locked out
2. Prepare the equipment and process for operation	2.1 Fit and adjust machine components and related attachments 2.2 Confirm operating parameters to meet safety and production requirements 2.3 Load or position materials, product and packaging components and consumables according to safety and operating requirements 2.4 Check and adjust equipment performance according to operating and job requirements 2.5 Carry out pre-start checks according to operator instructions
3. Operate and monitor the process	3.1 Start, operate and monitor the process for variation in operating conditions according to safe work procedures 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace cleaning procedures and environmental requirements
4. Shut down the process	4.1 Identify the appropriate shutdown procedure 4.2 Shut the process down safely according to operating procedures 4.3 Report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats
Oral communication	• Ask questions to clarify understanding or seek further information
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG2012 Operate a packaging process	FBPOPR2023 Operate a packaging process	Unit sector code updated Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG2012 Operate a packaging process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a packaging process to package at least one batch of products to specification, including:

- starting, operating, monitoring and adjusting packaging equipment to achieve required outcomes, including:
  - packaging components/consumables and/or product
  - monitoring control points as required to confirm process remains within specification
- following safe work procedures
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the packaging process, including:
  - the purpose and characteristics required of packaging materials used
  - the principles of the packaging process used (where methods involve vacuum or map packaging, this includes an understanding of the effect of modified atmosphere on product shelf-life)
- product and packaging coding requirements and related legal requirements, including product weight
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available

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- the flow of processes supplying the packaging process, and the effect of outputs on downstream processes
- quality characteristics required of the packaging process, including seal integrity requirements
- effect of variation in inputs, including packaging components/consumables, materials and/or services, on process performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters, including restart procedures following a crash or jam-up
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- methods used to monitor the packaging process, including visual inspecting, and measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements (including weights, codes, placement, glue temperatures, alignment and appearance, configuration and seal integrity)
- contamination/cross-contamination and safety risks related to stages in the packaging process, and related control measures
- common causes of variation, and corrective action required
- health and safety hazards and controls relevant to the packaging process
- requirements of different shutdowns as appropriate to the packaging process, including:
  - emergency and routine shutdowns and procedures to follow in the event of a power outage
  - conducting basic equipment referencing where required
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for packaging equipment
- recording requirements for traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a packaging workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - packaging equipment and related services
  - personal protective equipment
  - materials to be packaged, and packaging components/consumables

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  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - specifications, control points and operating parameters
  - recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG3008 Operate an automated carton packing process

Modification History

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down an automated carton packing process using a range of complex equipment, including a case packing machine, divider inserter, case sealer, conveyers and other quality control equipment.

The unit applies to individuals who work under broad direction in a packaging environment and are responsible for operating and monitoring a carton packing process, including safety compliance, production changeovers, consumables, cleaning and solving problems that arise with the process. Operators are responsible for solving problems that arise with machinery and reporting unresolved problems to technical specialists.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for packing	1.1 Check work order to determine number and type of cartons, and other packing consumables required 1.2 Select, fit correctly and use required personal protective equipment 1.3 Check machinery maintenance charts and rectify or report any items that require maintenance 1.4 Check and set machine format to meet the requirements of products and cartons specified in work order 1.5 Check all machine safety equipment is operational 1.6 Confirm quality inspection systems and equipment are correctly fitted and functional 1.7 Confirm serviceability of conveyors and reset all counters
2. Operate and monitor the carton packing process	2.1 Carry out test run and adjust as required to meet packing specifications 2.2 Ensure supply of consumables for packaging process 2.3 Carry out quality checks on sample cartons and complete records according to workplace requirements 2.4 Apply problem-solving principles and techniques to identify and rectify machine faults according to workplace procedures 2.5 Clean up spillages and breakages according to workplace procedures 2.6 Ensure quantity, process efficiency and quality specifications are met 2.7 Report major process problems and products that do not meet specifications 2.8 Handover carton packing process to another team member when required
3. Change over packing run	3.1 Prepare equipment and consumables for upcoming product change 3.2 Check and record product counters to ensure an accurate changeover 3.3 Coordinate team members to assist with changeover 3.4 Apply isolation measures according to workplace requirements 3.5 Empty machine of product and complete required changeover, and confirm parts, sensors, rails and stoppers have been adjusted and set

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.6 Complete end-of-run carton packing records and reports 3.7 Remove and store unused consumables and equipment parts not required after changeover 3.8 Conduct test run and make adjustments as required
4. Shut down the carton packing process	4.1 Empty machinery and equipment of packaged products 4.2 Shut down machinery according to workplace procedures 4.3 Remove and store unused packing materials 4.4 Complete carton packing records and reports 4.5 Clean and maintain packing machinery and equipment 4.6 Dispose of waste according to workplace and environmental procedures 4.7 Report issues requiring maintenance by technicians

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret technical text and symbols in machinery operations manuals
Writing	• Complete quality reports using correct terminology
Numeracy	• Estimate and calculate quantity, weight and rate related to operating a packing line
Oral communication	• Use industry terminology to communicate with team members

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FBPBPG3008 Operate an automated carton packing process	Not applicable	The unit has been created to address an industry requirement	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG3008 Operate an automated carton packing process

Modification History

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has independently set up, operated, and shut down two automated packing processes for different work orders. Each process must use a conveyor fed automatic case packing machine packing at least 12,000 containers per hour, and include at least two of the following:

- divider inserter
- case sealer
- check weigher or other quality inspection device
- conveyer controls.

The processes must package at least two of the following carton types:

- 4-pack
- 6-pack
- 12-pack
- 18-pack
- 24-pack
- 30-pack.

For each process, the individual must have safely and efficiently performed the following:

- identified, rectified and/or reported machinery faults, including:
  - defective tulip heads
  - carton divider problems
  - glue application system problems
- reset machinery that is creating products that do not meet specifications
- accurately and effectively handed over a packing process to another team member
- communicated effectively with a supervisor and at least one of the following:
  - maintenance team member
  - laboratory or quality assurance team member

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  - bottling and packaging team member
  - logistics team member
- accurately completed workplace production records.

The individual must also complete a packing run changeover that requires a complete machine changeover, including the picking head and centring frame, according to workplace safety and time requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- product knowledge related to the containers to be packaged as stipulated in the performance evidence, including:
  - size, weight and volume
  - client or receiver requirements or specifications
- operating principles of machinery and equipment, including:
  - conveyor fed automatic case packing machine capable of packing at least 12,000 containers per hour
  - divider inserter
  - case sealer
  - check weigher
  - conveyer controls
- features and functions of machinery and equipment, including:
  - manufacturer and workplace instructions for safe operation
  - control panels and ancillary controls
  - operating capacities, efficiencies and applications
  - location and purpose of guards, rails and sensors
  - feedback instrumentation
  - services required, including compressed air, electricity and water
  - cleaning and maintenance requirements
- machinery and equipment checks, including:
  - pre-start checks, including emergency stop checks
  - lock-out and tag-out procedures, including return to service after isolation
- the interrelationships between the bottling, carton packing and palletising
- product and process changeover procedures and responsibilities
- quality control requirements, processes and actions, including:
  - packing order specifications
  - requirements of containers, variation in containers and the packing process
  - methods used to check quality
  - common causes of carton packing quality issues and corrective action required, including removal of out-of-specification containers and cartons

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    - planned sampling and testing associated with process monitoring and control
    - responding to machinery alerts and notifications
    - recording of results
    - isolating samples for testing
- product identification and traceability requirements, including:
    - client or receiver requirements or specifications
    - carton coding
- health and safety hazards and controls, including awareness of the limitations of personal protective clothing and equipment relevant to the work process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the carton packing process, including:
    - rework and reuse of products
    - waste processing
- manual handling procedures related to the packing process.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an industrial carton packaging plant
- resources, equipment and materials:
    - the equipment stipulated in the performance evidence
    - packaging cartons and inserts
    - the containers to be packaged stipulated in the performance evidence
    - packaging consumables, including glue and ink
- specifications:
    - two packing work orders stipulated in the performance evidence
    - workplace procedures for an automatic packing process and the machinery and equipment stipulated in the performance evidence
- relationships:
    - supervisor and others stipulated in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG3009 Operate an automated palletising process

Modification History

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down an automated palletising process using complex equipment, including an automated pallet wrapper.

The unit applies to individuals who work under broad direction in a packaging and/or palletising environment and are responsible for operating and monitoring a carton palletising process, including safety compliance, production changeovers, consumables, cleaning and solving problems that arise with the process. Operators are responsible for solving problems that arise with machines and reporting unresolved problems to technical specialists.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottle and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for palletising	1.1 Check work order to determine the pallet type, layer format and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	any other required information 1.2 Select, fit correctly and use required personal protective equipment 1.3 Check machinery maintenance charts and rectify or report any items that require maintenance 1.4 Check and set machine format to meet the palletising requirements specified in work order 1.5 Check all machine safety equipment is operational 1.6 Confirm pallet reference applicator is operational 1.7 Confirm serviceability of conveyors, and reset all product counters and glue application device 1.8 Confirm pallets and other packaging consumables required for the run
2. Palletise cartons	2.1 Carry out test run and adjust as required to meet palletising specifications, including carton orientation, stacking and stretch wrap tension 2.2 Ensure supply of consumables for palletising process 2.3 Carry out quality checks on sample pallets and complete records according to workplace requirements 2.4 Apply problem-solving principles and techniques to identify and rectify machine faults according to workplace procedures 2.5 Restack pallets and clean up spillages according to safety procedures 2.6 Monitor palletising process to ensure process efficiency and quality specifications are met, including correct pallet identification labels 2.7 Report major process problems and products that do not meet specifications 2.8 Handover palletising process to another team member when required
3. Change over palletising run	3.1 Prepare equipment and consumables for upcoming changeover 3.2 Check and record product counters to ensure an accurate changeover 3.3 Apply isolation measures according to workplace requirements 3.4 Empty machine of product and complete required changeover, and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	confirm parts, sensors, rails and stoppers have been adjusted and set 3.5 Remove and store unused consumables and equipment parts not required after changeover 3.6 Conduct test run and make adjustments as required
4. Shut down palletising process	4.1 Empty machinery and equipment of product 4.2 Shut down machinery and equipment according to workplace procedures 4.3 Remove and store unused materials 4.4 Complete carton palletising records and reports 4.5 Clean and maintain palletising equipment 4.6 Dispose of waste according to workplace and environmental procedures 4.7 Report issues requiring maintenance by technicians

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret technical text and symbols in machinery operations manuals
Writing	• Complete maintenance reports using correct terminology
Oral communication	• Use open and closed questions to obtain and confirm information from team members

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FBPBPG3009 Operate an automated palletising process	Not applicable	The unit has been created to address an industry requirement	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG3009 Operate an automated palletising process

Modification History

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has independently set up, operated, and shut down two complete palletising processes for different work orders, using automatic palletising machines, including a pallet wrapper. One process must palletise 12-pack cartons and the other 6-pack cartons, that are configured differently.

Each process must complete at least 20 pallets per hour during a three-hour shift. Each pallet must have at least three carton layers, and be correctly configured, stacked and stretch wrapped using an automated pallet wrapper.

For each of the palletising work orders, the individual must have safely and efficiently performed the following:

- confirmed the product and palletising requirements and set up all the equipment and machinery, including individual pallet configuration requirements
- operated, monitored and shut down the palletising process, equipment and machinery
- correctly labelled each pallet for end users to track the date and location of production
- used sample checks to identify quality issues
- identified, rectified and/or reported machinery faults, including:
  - blockages caused by damaged pallets
  - cartons not correctly orientated
  - pallets not stopping in the correct position
  - carriage or pusher not making the end position
  - excessive stretch wrap and slip sheet breakage causing sensor faults
  - machinery settings resulting in incorrect palletising
- accurately and effectively handed over a palletising process to another team member
- accurately completed workplace production records
- communicated effectively with a supervisor and at least one of the following:
  - maintenance team member

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- laboratory or quality assurance team member
- bottling and packaging team member
- logistics team member.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- product knowledge related to the containers to be palletised as stipulated in the performance evidence, including:
  - size, weight and volume
  - client or receiver requirements or specifications
  - regulatory requirements
- operating principles of machinery and equipment, including:
  - conveyor fed automatic palletising machine
  - automated stretch wrapper
  - pallet tag applicators
  - carton orientation devices
- features and functions of machinery and equipment, including:
  - manufacturer and workplace instructions for safe operation
  - control panel and ancillary devices
  - operating capacities, efficiencies and applications
  - location and purpose of guards, rails and sensors
  - feedback instrumentation
  - services required and action to take if services are not available
  - cleaning requirements
- machinery and equipment checks, including:
  - pre-start checks, including emergency stop checks
  - lock-out and tag-out procedures, including return to service after isolation
- consumables including slip sheets, interlayers, hot melt glue and stretch film
- the interrelationships between bottling, carton packing, palletising and end of line dispatch processes
- product and process changeover procedures and responsibilities
- quality control requirements, processes and actions, including:
  - palletising order specifications
  - pallets for domestic and export use
  - methods used to check quality
  - common causes of palletising quality and corrective action required, including removal of out-of-specification pallets
  - planned sampling and testing associated with palletising process monitoring and control

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  - responding to machinery alerts and notifications
  - recording of results
  - isolating non-conforming pallets
- product identification and traceability requirements, including:
  - workplace requirements
  - client or receiver requirements or specifications
  - pallet identification/tagging requirements
- health and safety hazards and controls, including awareness of the limitations of protective clothing and equipment relevant to the work process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the palletising process, including:
  - rework and reuse of products
  - waste processing
- materials and manual handling procedures related to the palletising process.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an industrial packaging and/or palletising plant
- resources, equipment and materials:
  - automated palletising equipment, including an automated wrapper
  - pallets and packaging consumables, including glue, slip sheets, interlayers, pallets and stretch wrap
- specifications:
  - two palletising work orders as stipulated in the performance evidence
  - workplace procedures for operating an automatic palletising process, machinery and equipment
- relationships:
  - supervisor and others stipulated in the performance evidence
- timeframes:
  - as stipulated in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPBPG3010 Operate and monitor a carbonated beverage filling process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a filling process for a carbonated beverage, including carbonated water, juice and beer.

This unit applies to individuals who are responsible for operating and monitoring a beverage filling process and associated services in a beverage processing environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for filling	1.1 Identify and confirm beverage carbonation and filling requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Confirm availability of required product, containers and services to meet filling requirements 1.3 Identify health, safety and food safety hazards, and control risks associated with carbonation and filling 1.4 Wear appropriate personal protective equipment and clothing, and ensure correct fit 1.5 Maintain the work area to comply with good manufacturing practices (GMP)
2. Carbonate beverage in preparation for filling	2.1 Carry out pre-start checks of equipment and product 2.2 Start up equipment and carbonate product to specification 2.3 Add additional ingredients as required, and record for traceability 2.4 Monitor levels of carbon dioxide and dissolved oxygen 2.5 Monitor equipment to identify any variation in operation, and adjust to ensure optimal performance 2.6 Sample beverage to ensure product specifications are met
3. Operate and monitor filling	3.1 Carry out pre-start checks of filling equipment and product 3.2 Check containers against production order and container specifications 3.3 Start equipment and fill containers to specification 3.4 Maintain stock flow to and from filler process within production requirements 3.5 Monitor fill levels and container seals to ensure product meets specification 3.6 Monitor equipment to identify any variation in operation, and adjust to ensure optimal performance 3.7 Pasteurise product as required of product specification
4. Shut down equipment and conduct housekeeping	4.1 Shut down equipment according to safe work procedures 4.2 Clean and maintain equipment to meet cleaning schedules and procedural requirements 4.3 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 4.4 Record filling activity to meet workplace and regulatory requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret directions for the safe operation of equipment • Operate equipment using digital interface
Writing	• Record product and processing information using digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process • Measure volume of product (mL, L)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG3010 Operate and monitor a carbonated beverage filling process	FBPOPR2005 Operate a beer filling process	Unit title and code updated to better match complexity of work task References to beer removed for broader application Element on carbonation added Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Not equivalent

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Links

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Assessment Requirements for FBPBPG3010 Operate and monitor a carbonated beverage filling process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has set up, operated, adjusted and shut down a filling process for at least one batch of carbonated beverage, including:

- applying food safety procedures to work practices
- following safe work procedures
- clearing routine jams and rectifying routine problems.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- relationship between the filling process, production and packaging operations
- requirements of the filling process specific to product
- requirements of pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- types of fillers used
- typical faults that occur and how they can be rectified, including:
  - flow rates/quantity
  - broken or faulty containers

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  - contaminated product
  - equipment faults
  - services faults
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- aseptic filling and sealing requirements
- contamination/cross-contamination and food safety risks associated with the filling process, and related control measures
- quality characteristics to be identified, including levels of dissolved oxygen and carbon dioxide
- process specifications, procedures and operating parameters
- significance and methods of monitoring control points within the beverage filling process
- equipment and instrumentation used for filling
- services used in the filling process
- common causes of variation, and corrective action required
- good manufacturing practices (GMP) relevant to work task
- workplace procedures and responsibility for reporting problems
- shutdown and cleaning requirements associated with changeovers, and types of shutdowns
- waste handling requirements and procedures relevant to the filling process
- recording requirements and procedures, including down time
- environmental issues and controls relevant to the filling and sealing process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for filling process
- traceability requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food or beverage processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - filling equipment and services
  - product to be filled
  - containers
  - cleaning equipment and materials
- specifications:

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- work procedures, including advice on safe work practices, food safety and environmental requirements
- production schedule, batch instructions, control points and filling parameters
- sampling and testing schedules
- documentation and recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG3011 Operate and monitor a high speed wrapping process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor, adjust and shut down a primary packaging process using high speed wrapping equipment to enclose product in a sealed, airtight film or cello package.

This unit typically applies to the worker responsible for applying basic operating principles to the operation and monitoring of a high speed wrapping process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm work instructions and clarify where required 1.2 Identify health and safety hazards and address risks

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Confirm that materials and packaging components and consumables are available to meet food safety and production requirements 1.5 Identify and confirm equipment is clean, according to food safety guidelines, and not locked out
2. Prepare the wrapping equipment and process for operation	2.1 Carry out pre-start checks on process and related equipment to confirm readiness for use 2.2 Load and position packaging components and consumables according to operating procedures 2.3 Set parameters to meet safety and packaging requirements
3. Operate and monitor equipment	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor packaging to ensure correct content, weights, pack alignment and codes, and seal integrity meets specifications 3.3 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace cleaning procedures and dispose of waste following environmental requirements
4. Shut down the wrapping process	4.1 Identify the appropriate shutdown procedure, and implement 4.2 Report maintenance requirements according to workplace procedures 4.3 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to

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Skill	Description
	work task • Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators and data, including weight (g, kg) • Monitor supply and flow of materials to and from the process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG3011 Operate and monitor a high speed wrapping process	FBPOPR2022 Operate a high speed wrapping process	Updated unit code and title Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG3011 Operate and monitor a high speed wrapping process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a high speed wrapping process on at least one occasion, including:

- monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - product alignment
  - product weights
  - packaging quality
  - packaging and product alignment
  - seal integrity, including testing packaging integrity
  - codes, correct content and clarity/legibility
- following safe work procedures
- taking corrective action in response to typical faults and inconsistencies, including misaligned seals.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of wrapping, including the properties and requirements of packaging materials used, coding requirements and product weight
- basic operating principles of wrapping equipment, including:
  - main equipment components (conveyors and related guides and alignment adjustments)
  - purpose and location of electronic eyes and sensors
  - status and purpose of guards

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    - equipment operating capacities and applications, and services required for operation of wrapping equipment used in the workplace
- the flow of product to the wrapping process, and the effect of outputs on downstream processes
- good manufacturing practices (GMP) relevant to work task
- quality characteristics and requirements of product to be wrapped, wrapping materials and the final wrapped product
- methods used to monitor the process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- common causes of variation, and corrective action required, including the effect of variation in both product and packaging components/consumables on performance
- contamination/cross-contamination and food safety hazards and risks associated with the wrapping process, and related control measures
- health and safety hazards and controls relevant to the high speed wrapping process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the filling and wrapping process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for high speed wrapping equipment
- recording requirements for traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a food processing packing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - high speed wrapping machine and related equipment and services
    - personal protective equipment
    - materials to be wrapped, cello/film and other packaging components/consumables
    - packaging documentation

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  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems and production/packaging schedules
  - information on equipment capacity and operating parameters
  - specifications, control points and operating parameters
  - recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG3012 Operate and monitor a form, fill and seal process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor, adjust and shut down a form, fill and seal process.

This unit applies to individuals responsible for applying basic operating principles to the operation and monitoring of a forming, filling and sealing process and associated equipment. It can apply to both aseptic and non-aseptic form and fill processes.

This unit should not be delivered in a qualification with FBPBPG2011 Operate a fill and seal process.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in	1.1 Confirm work instructions and clarify where required

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
processing area	1.2 Identify health and safety hazards and address risks 1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Confirm that materials and packaging components and consumables are available to meet operating and food safety requirements 1.5 Identify and confirm equipment is clean, according to food safety guidelines, and not locked out
2. Prepare the forming, filling and sealing equipment and process for operation	2.1 Fit and adjust machine components and related attachments to meet safety and operating requirements 2.2 Confirm operating parameters to meet safety and production requirements 2.3 Carry out pre-start checks, adjusting equipment performance according to operating procedures
3. Operate and monitor equipment	3.1 Start, operate and monitor the process for variation in operating conditions according to safe work procedures 3.2 Monitor process to ensure fill levels are within specification 3.3 Monitor packaging quality and ensure seal integrity meets specifications 3.4 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Follow and apply workplace cleaning procedures and dispose of waste following environmental requirements
4. Shut down the forming, filling and sealing process	4.1 Identify the appropriate shutdown procedure, and implement 4.2 Report routine maintenance requirements according to workplace procedures 4.3 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record data and observations using digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators and data, including weight (g, kg) and/or volume (ml, L) • Monitor supply and flow of materials to and from the process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG3012 Operate and monitor a form, fill and seal process	FBPOPR2020 Operate a form, fill and seal process	Updated unit code and title Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG3012 Operate and monitor a form, fill and seal process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a form, fill and seal process to process at least one batch of goods to specification, including:

- monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - formation of container/packaging
  - flow rates
  - product weights and volumes
  - fill levels
  - temperature, including product and sealing temperatures
  - supply of packaging components/consumables
  - packaging quality and seal integrity, including testing packaging integrity
- following safe work procedures
- taking corrective action in response to typical faults and inconsistencies, including incorrect fill levels and misaligned seals.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of forming, filling and sealing, including:
  - the purpose and characteristics required of packaging materials used
  - the methods used to form packaging, fill and seal product (where methods involve vacuum or map packaging, this includes an understanding of the effect of modified atmosphere on product shelf-life)
- product and packaging coding requirements, including product weight
- basic operating principles of forming, filling and sealing equipment, including:

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  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
  - services required for operation of form, fill and seal equipment used in the workplace
- the flow of processes supplying the forming, filling and sealing process, and the effect of process output on downstream processes
- good manufacturing practices (GMP) relevant to work task
- quality characteristics and requirements of forming, filling and sealing, including:
  - quality requirements of product and packaging components/consumables
  - requirements of packaging forming stage, and filling, including fill levels and weights
  - requirements of seal formation and integrity, and integrity testing procedures, where required
- methods used to monitor the process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the form, fill and seal process, and related control measures
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters, including restart procedures following a crash or jam-up
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- common causes of variation, and corrective action required, including the effect of variation in both product characteristics and packaging components/consumables on forming, filling and sealing performance
- food safety hazards and risks associated with forming, filling and sealing, and related control measures
- health and safety hazards and controls relevant to the form, fill and seal process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the forming, filling and sealing process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- aseptic container preparation/forming, filling and sealing requirements
- cleaning and sanitisation procedures for form, fill and seal equipment
- recording requirements for traceability of product.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing packing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - forming, filling and sealing equipment and related services
  - personal protective equipment
  - materials and packaging components/consumables to be formed, filled and sealed
  - product
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production/packaging schedules
  - information on equipment capacity and operating parameters
  - specifications, control points and operating parameters
  - recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG4001 Manage bottling and packaging processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to oversee the set-up and operation of a manual or semi-automated bottling and packaging process.

This unit applies to workers who have responsibility for overseeing the bottling and packaging of production of beverages and the quality assurance requirements associated with those products.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for bottling and packaging	1.1 Confirm bottling and packaging specifications for product 1.2 Confirm labelling requirements for product 1.3 Ensure that product and materials are available to meet production requirements 1.4 Ensure that services and staff are available and ready for operation 1.5 Ensure hazards and risks associated with bottling and packaging

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	are managed 1.6 Ensure equipment is prepared and checked to meet bottling and packaging requirements
2. Oversee operation and monitor manual bottling and packaging processes	2.1 Ensure bottling and packaging equipment is started up safely 2.2 Monitor control points to confirm performance is maintained within specification 2.3 Ensure that bottling and packaging output meets specification and quality requirements 2.4 Monitor equipment to confirm operating condition 2.5 Identify and rectify out-of-specification product, process and equipment performance
3. Oversee shutdown and housekeeping activities	3.1 Ensure equipment is shut down according to workplace procedures 3.2 Ensure cleaning and maintenance procedures are carried out 3.3 Ensure bottling and packaging activity is recorded in line with organisational requirements 3.4 Record bottling and packaging activity in accordance with workplace procedures 3.5 Order stock to replenish supplies

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Navigate the world of work	• Instruct others and demonstrate work requirements where required
Get the work done	• Respond to routine problems methodically

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG4001 Manage bottling and packaging processes	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG4001 Manage bottling and packaging processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed bottling and packaging processes for two different products, including:

- confirming services and staff are ready for operation
- confirming equipment is made ready for operation, including:
  - hygiene and sanitation standards have been met
  - adjusting air pressure
  - checking conveyor speed
  - adjusting heights and widths to accommodate specific product and material specifications
  - completing a test run
  - flow of line lube and water
  - realigning diverters and turners to ensure flow is as instructed
  - cartons, bottles and labels meet specifications
- confirming equipment is monitored and adjusted to achieve required quality outcomes, ensuring:
  - bottle cleanliness and draining effectiveness
  - dryness of bottles
  - glue supply
  - strength of carton seals
  - shrinkage or fit of capsules
  - stacking and stacking patterns meet specifications
  - bottle counters are re-set at the start of each product
  - stencils applied are clear and legible
  - bottle contents levels meet specification
  - ongoing quality of materials used

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    - ongoing appearance of applications
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- bottling and packaging requirements and specifications for product
- stages and changes required for equipment operation, specific to product
- quality characteristics and uses of end product and output
- materials preparation requirements and effect of variation on the equipment operation
- emergency and troubleshooting procedures, including failure of services
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- significance and method of monitoring control points within the equipment operation
- common causes of variation and corrective action required
- hazards and controls, including manual handling
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- routine maintenance requirements
- recording requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
    - product to be bottled and packaged
    - bottling and packaging equipment
    - bottling and packaging resources and consumables
    - tools and equipment for adjusting and maintaining equipment
- relationships:
    - relevant personnel.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG4002 Manage filling and packaging of fermented beverages

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to oversee the set-up and operation of a manual filling and packaging process of fermented and carbonated beverages, such as beer or kombucha, into cans, bottles or kegs.

This unit applies to those workers who have responsibility for overseeing the filling and packaging of beverages and the quality assurance requirements associated with that process.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for filling and packaging	1.1 Identify hazards and manage risks associated with filling and packaging 1.2 Confirm filling and packaging specifications for product 1.3 Confirm type of containers to be filled

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Confirm labelling requirements for product 1.5 Ensure that product, containers and labels are available to meet production requirements 1.6 Ensure that services and staff are available and ready for operation 1.7 Ensure equipment is cleaned, sanitised, prepared and checked to meet filling and packaging requirements 1.8 Complete records to meet company and regulatory requirements
2. Carbonate beverage for bottling or canning	2.1 Carry out pre-start checks of equipment and product 2.2 Carbonate product to specification 2.3 Add additional ingredients as required, and record for traceability 2.4 Monitor levels of dissolved oxygen 2.5 Monitor equipment to identify any variation in operation, and rectify 2.6 Sample beverage to ensure product specifications are being met 2.7 Adjust equipment parameters as necessary to ensure product meets specifications
3. Monitor filling, labelling and packaging processes	3.1 Carry out pre-start checks of filling equipment 3.2 Ensure enough containers and consumables are prepared for quantity to be packaged 3.3 Monitor control points to confirm performance is maintained within specification 3.4 Ensure that filling levels of containers meet specification 3.5 Ensure container seals or seams meet specification 3.6 Ensure quality parameters are in specification 3.7 Pasteurise product 3.8 Apply labels, batch codes and best before data to containers 3.9 Monitor equipment to confirm operating condition 3.10 Identify out-of-specification product, process and equipment performance and address or rectify where applicable 3.11 Record batch information for record keeping in accordance with workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Oversee shutdown and housekeeping activities	4.1 Ensure equipment is shut down according to workplace procedures 4.2 Ensure cleaning and maintenance procedures are carried out 4.3 Ensure bottling and packaging activity is recorded in line with organisational requirements 4.4 Order stock to replenish supplies

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Perform calculations to determine alcohol by volume (ABV), to establish the volume of containers, and to determine pasteurisation units and CO2 levels in product • Check filling tolerances of container, in line with Australian Taxation Office (ATO) guidelines • Measure volume using ATO accepted methods
Navigate the world of work	• Instruct others and demonstrate work requirements where required
Get the work done	• Investigate and respond to routine problems methodically

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG4002 Manage filling and packaging of fermented beverages	Not applicable	New unit	No equivalent unit

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Links

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Assessment Requirements for FBPBPG4002 Manage filling and packaging of fermented beverages

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed filling and packaging processes for two different containers from the following list:

- cans
- bottles
- kegs.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- bottling and packaging requirements and specifications for product
- safe manual handling practices
- stages and changes required for equipment operation, specific to product
- quality characteristics and uses of end product and output
- classifications for beverages
- materials preparation requirements and effect of variation on the equipment operation
- emergency and troubleshooting procedures, including failure of services
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- significance and method of monitoring control points within the equipment operation
- common causes of variation and corrective action required
- hazards and controls, including manual handling and working with heat and steam
- routine maintenance requirements
- methods for carbonating fermented beverages
- reasons why fermented beverages need to be away from light and oxygen
- temperatures for pasteurisation

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- methods and reasons for pasteurising fermented beverages
- shelf life of pasteurised beverages
- labelling, filling and packaging requirements as determined by Australian Taxation Office (ATO), Food Standards Code, trade weights and measures
- recording keeping for ATO excise requirements, including bright beer register and a packed product register.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - stored product to be filled and packaged
  - filling and packaging equipment
  - filling and packaging resources and consumables
  - tools and equipment for adjusting and maintaining equipment
- relationships:
  - relevant personnel.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG4003 Coordinate wine operations packaging processes

Modification History

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to coordinate work teams to set up, operate, hand over and shut down wine operation packaging processes, including de-palletising, filling, labelling carton erecting, carton packing, coding and palletising.

The unit applies to individuals who work in an industrial packaging plant and are responsible for coordinating several work teams in wine operations packaging processes. They take responsibility for their own work and the outcomes of others and apply high level planning and problem-solving skills. The processes may also include soft pack filling and storage of palletised wine.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to coordinate a packaging shift	1.1 Confirm handover information from previous shift 1.2 Check work orders and requirements for shift 1.3 Determine machinery and equipment preparation work required for the shift 1.4 Confirm capacity of equipment and consumables for required volumes 1.5 Identify and prioritise work tasks and allocate team responsibilities 1.6 Schedule team member rest and meal breaks according to workplace requirements and environmental conditions 1.7 Coordinate equipment checks and set-up, ensuring safety equipment is operational 1.8 Coordinate supply of consumables
2. Monitor the packaging process	2.1 Oversee handover or start-up of packaging processes 2.2 Check workplace health and safety, housekeeping and staff welfare 2.3 Apply approved problem-solving principles and techniques to identify and rectify product, process, machine, equipment and operator faults 2.4 Ensure quantity, productivity and quality specifications are met 2.5 Report and isolate any outcomes that do not meet specifications, and major process problems 2.6 Report maintenance issues to machinery and equipment technicians 2.7 Communicate with packaging process team members and other team leaders about information that impacts on their work 2.8 Ensure accurate completion of records
3. Coordinate product changeover	3.1 Ensure packaging run of current product is complete 3.2 Coordinate cleaning and sanitising of machinery and equipment according to workplace requirements 3.3 Ensure equipment and consumables are ready for upcoming product 3.4 Oversee start-up of packaging processes for new product 3.5 Ensure completion of changeover records

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Coordinate shutdown of the packaging processes	4.1 Ensure final packaging run is complete 4.2 Coordinate cleaning of machinery and equipment 4.3 Advise machine technicians that machinery and equipment are ready for maintenance 4.4 Ensure disposal of waste according to workplace and environmental procedures 4.5 Ensure accurate completion of shutdown records

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret technical text and symbols in machinery operations manuals and procedures
Writing	• Complete quality reports using correct terminology
Numeracy	• Estimate and calculate volumes in litres • Estimate and calculate quantity, time and ratio • Measure and calculate flow rates, including volume per hour
Oral communication	• Use active listening skills when gathering information from others • Give clear instructions using industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG4003 Coordinate wine operations packaging processes	Not applicable	The unit has been created to address an industry requirement	Newly created

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG4003 Coordinate wine operations packaging processes

Modification History

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has independently coordinated the safe and efficient set-up, operation, handover and shutdown of two packaging runs for two different products over two separate shifts. Each shift is to be at least three hours, have its own work order, and include:

- at least four of the following processes and related equipment:
  - de-palletising
  - filling
  - carton erecting
  - carton packing
  - palletising
  - labelling
  - coding.

For each shift, the individual must have:

- ensured sufficient supply of consumables to complete the packaging run
- ensured finished product meets required specifications
- coordinated at least four packaging operations workers, including scheduling start and finish times, meal and rest breaks
- communicated with filling and packaging team members, and at least two of the following:
  - maintenance team member
  - laboratory or quality assurance team member
  - logistics team member
  - supervisor
- addressed quality issues and anomalies caused by equipment failure and operator error
- addressed team members' health and safety requirements, including:

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    - correct fit and use of personal protective equipment
    - correct use of machinery guards, including lock-out and isolation
    - compliance with vehicle and pedestrian traffic control
- monitored timely and accurate completion of workplace records, including:
    - packaging notes
    - productivity reports
    - machinery and equipment logs
    - workplace safety reports
- effectively coordinated the changeover of two packaging runs according to workplace time requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- packaging work orders and production schedules
- operating principles of machinery and equipment, including:
    - de-palletiser
    - bottle or other container fillers
    - carton erecter
    - carton packer
    - palletiser
    - delivery tanks
    - labeller
    - coder
    - inert gas related equipment, including bulk and small cylinders, regulators, valves and pipes
- features and functions of machinery and equipment, including:
    - manufacturer and workplace instructions for safe operation
    - control panels and ancillary controls, including manual operations mode
    - operating capacities, efficiencies and applications
    - congestion points and other limiting factors
    - location and purpose of guards, rails and sensors
    - knowledge of maintenance required and action to take if maintenance services are not available
    - cleaning requirements
    - routine and non-routine machine and equipment faults, and process for rectification
- services, including electricity, water, compressed air and inert gases
- vessel cooling and heating systems and equipment
- machinery and equipment checks, including:
    - pre-start checks, including emergency stop checks

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  - lock-out and tag-out
  - return to service after isolation
- consumables, including:
  - bottles
  - bottle closures
  - pallet dividers
  - cartons
  - carton dividers
  - glue
  - labels
  - pallets
  - water
  - inert gases, including nitrogen and carbon dioxide
  - cleaning products
- typical problems related to consumables, including label glue bleed, label roll tension, packaging colour variations, carton folds and die cuts, damaged bottles and dirty bottles
- staff welfare, including:
  - working conditions, including temperature, vibration, noise and dust
  - rostering, breaks, rest and fatigue management
- product and process quality indicators, including:
  - alcohol
  - temperature
  - oxidation
- packaging quality control requirements, processes and actions, including:
  - product specifications
  - methods used to check quality
  - common causes of packaging process quality issues and corrective action required
  - planned sampling and testing associated with process monitoring and control
  - responding to machinery alerts and notifications
  - recording of results
- records and reporting requirements, including:
  - quality
  - productivity
  - handover
  - health and safety
  - process information, including wine tracking
- product knowledge related to the product being packaged, including:
  - wine variety
  - volume
  - client or receiver requirements or specifications

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  - food safety regulatory requirements
- the interrelationships between packaging processes and cellar operations processes
- product/process changeover procedures and responsibilities
- product identification and traceability requirements, including:
  - workplace requirements
  - client or receiver requirements or specifications
- work health and safety hazards and controls, including:
  - awareness of the limitations of controls
  - personal protective equipment
  - hazardous substances, including cleaning products and gases
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including:
  - rework and reuse of products
  - water use and recycling
  - waste processing
- materials and manual handling procedures related to packaging processes.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an industrial packaging plant
- resources, equipment and materials:
  - the machinery and equipment stipulated in the performance evidence
  - packing consumables
- specifications:
  - two work orders for different packaging runs
  - workplace procedures for packaging processes, machinery and equipment stipulated in the performance evidence
- relationships:
  - team members and other workers stipulated in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBSH201 Participate in wild harvesting of native plants for food processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 8.0.

Application

This unit of competency describes the skills and knowledge required to gather and harvest native plants for processing as Australian bush food. Native plants may include fruit, nuts, leaves and/or seed.

The unit applies to individuals who work with Aboriginal and/or Torres Strait Islander people to gather, forage, harvest and prepare local native plants for processing and commercial sale.

Legislation, regulations, and by-laws relating to the collection and removal of plant materials from public and private land apply. Users are advised to check with the local, relevant authority.

Pre-requisite Unit

Nil

Unit Sector

Bush Foods (BSH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify local native plants to be harvested	1.1 Investigate main types and traditional uses of native plants 1.2 Identify scientific and local Aboriginal and/or Torres Strait Islander plant name 1.3 Consult with local Aboriginal and/or Torres Strait Islander people

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	to ensure cultural protocols are followed
2. Harvest required plants	2.1 Confirm season and location have been considered and plants are suitable for harvest 2.2 Prepare harvesting equipment according to supervisor instruction 2.3 Follow workplace processes for safely harvesting plants 2.4 Collect identified plants using appropriate method 2.5 Remove any foreign material and clean plants in preparation for storage 2.6 Dispose of waste according to supervisor instruction
3. Prepare and store harvested plants	3.1 Confirm plants have been inspected for disease or pests with supervisor 3.2 Ensure plants are labelled according to supervisor's instruction 3.3 Package plants following relevant food safety standards

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Document labels and record information
Oral communication	• Use culturally appropriate language

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBSH201 Participate in wild harvesting of native	Not applicable	The unit has been created to address a skill or task required by industry that is	Newly created

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plants for food processing		not covered by an existing unit	

Links

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Assessment Requirements for FBPBSH201 Participate in wild harvesting of native plants for food processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 8.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has on at least one occasion:

- followed supervisor instructions for harvesting plants
- worked in partnership with local Aboriginal and/or Torres Strait Islander people
- followed Aboriginal and/or Torres Strait Islander cultural protocols
- Identified at least three Australian native food products and their traditional and cultural uses relevant to workplace
- selected and used relevant equipment for harvesting of plants
- harvested plants according to season and location
- separated plants from waste materials
- labelled and documented harvested plants
- stored plants according to workplace processes
- packaged food to relevant food safety standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the importance of ensuring free, prior and informed consent from local Aboriginal and/or Torres Strait Islander people prior to harvesting native plants
- climate and seasonal changes for harvesting location
- traditional and cultural uses of plants for food, botanicals and medicines
- plants which may become toxic at certain times of the year or in certain locations
- safe use of harvesting equipment
- basic legislative requirements relevant to harvesting plants from public and private land, including:
    - relevant commonwealth, state or territory laws

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  - licensing requirements
- key requirements of state/territory food safety legislation, relevant to workplace
- principles for plant collection related to work instruction, including:
  - processes for the safe collection, treatment and storage of plants
  - environmental requirements in relation to waste disposal
  - methods to separate plants from waste materials
  - viruses and/or pests which may affect plants
  - labelling plants and the need for accurate recording
  - plant treatments and storage requirements for collected species.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated on Country and/or within an Aboriginal and/or Torres Strait Islander Community or an environment that accurately represents these conditions

• resources, equipment and materials:

  - tools and equipment specific to the plant type and location
  - Commonwealth, state or territory legislation

• specifications:

  - workplace instructions relevant to collection of plants

• relationships:

  - supervisor
  - local Community Elders and/or Custodians.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. In addition, the following specific assessor requirements apply to this unit:

- assessment must be undertaken by an assessor who is:
  - an Aboriginal and/or Torres Strait Islander Elder and/or Custodian

or:

  - accompanied by, and in communication with, an Aboriginal and/or Torres Strait Islander person who is a recognised member of the community with experience and knowledge of local native plants.

Links

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FBPCEL3019 Prepare and apply complex additions and finings

Modification History

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to receive, test, store, prepare, add and follow up the application of complex additions and finings in wine making processes.

The unit applies to cellar hands who work under broad direction in a cellar operations environment and are responsible for all of the processes related to the application of complex additions and finings in various stages of wine making, including vintage, clarification and filtration. They take responsibility for their own work, have limited responsibility for the outcomes of other workers and solve problems related to cellar operations processes.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive and process	1.1 Check incoming materials against documentation and place in

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
raw materials	storage area 1.2 Select, fit correctly and use required personal protective equipment 1.3 Take material samples for testing according to laboratory procedures 1.4 Transport materials to dry goods store after clearance from quality controller
2. Prepare to make additions and finings	2.1 Read work order and verify calculations for required addition or fining 2.2 Select, fit and use required personal protective equipment for contact with additions and finings 2.3 Select and prepare vessel required to collect and mix raw materials according to product batch specifications 2.4 Confirm weighing equipment is calibrated according to workplace tolerances 2.5 Select, obtain and weigh raw materials according work order requirements
3. Mix materials to create additions and finings	3.1 Determine mixing methodology and equipment for specified addition or fining 3.2 Mix raw materials to create the specified addition or fining according to manufacturer instructions and workplace procedures 3.3 Allow mixture to develop to required state
4. Apply additions and finings to juice or wine	4.1 Prepare juice or wine mixing equipment according to predetermined integrating method 4.2 Add addition or fining to juice or wine according to required method 4.3 Agitate juice or wine to fully integrate addition or fining 4.4 Complete addition and fining workplace records, including batch numbers
5. Complete additions and finings	5.1 Dismantle, clean and store equipment safely 5.2 Dispose of or recycle waste according to workplace and environmental procedures 5.3 Collect and transfer samples of wine or juice for analysis by laboratory

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret technical text and symbols on raw material information sheets and work orders
Writing	• Complete workplace records using correct terminology and format
Numeracy	• Estimate and calculate quantity, weight, volume and ratio • Interpret readings of gauges and scales • Use fractions, decimals, proportions and percentages to measure materials and record data • Use weight (g, kg, T) and volume (ml, L, ML, KL, HL) to describe product quantities

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the individual, accessibility of the item, and local industry and *regional contexts) are included.*

Additions must include five of the following:	• ammonium bisulfite • caramel • ascorbic acid/erythorbic acid • diammonium phosphate (DAP) • grape concentrate • hydrogen peroxide • malic acid • malolactic bacteria • potassium sorbate • sulphur dioxide products • tannin • tartaric acid • yeast • yeast nurtients

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Finings must include three of the following:	• activated carbon • bentonite • casien • copper sulphate • enzymes • egg white • gelatine • isinglass • polypvinylpolyppyrrolidone (PVPP)
Application method must include three of the following:	• pour in or drip over the top • pump in over the top • pump in through tank valve • venturi via pump • via doorway
Integrating methods must include three of the following:	• gas rummaging • in place agitation • manual mixing • pumping over • submergible mixing • valve to valve

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FBPCEL3019 Prepare and apply complex additions and finings	Not applicable	The unit has been created to address an industry requirement	Newly created

Links

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Assessment Requirements for FBPCEL3019 Prepare and apply complex additions and finings

Modification History

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has independently prepared, mixed and applied eight different additions and finings to juice or wine according to addition and fining work orders, including:

- used one of the following additions:
  - yeast
  - malolactic bacteria
- used at least four of the following additions:
  - ammonium bisulfite
  - caramel
  - ascorbic acid/erythorbic acid
  - diammonium phosphate (DAP)
  - grape concentrate
  - hydrogen peroxide
  - malic acid
  - malolactic bacteria
  - potassium sorbate
  - sulphur dioxide products
  - tannin
  - tartaric acid
  - yeast
  - yeast nutrients
- used at least three of the following finings:
  - activated carbon
  - bentonite

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- copper sulphate
- enzymes
- gelatine
- polyvinylpolypyrrolidone (PVPP)
- egg white
- isinglass
- casien.

In doing so, the individual must have:

- used at least three of the following media:
  - cold water
  - warm water
  - juice
  - wine
- used at least two of the following vessels and devices:
  - scales and other measuring equipment
  - barrel
  - bucket
  - mixing tub
  - manual agitator
  - mechanical agitator
  - wine tank
- used at least three of the following application methods:
  - pour or drip in over the top
  - pump in over the top
  - pump in through tank valve
  - via doorway
  - venturi via pump
- used at least two of the following integration methods:
  - gas rummaging
  - in place agitation
  - manual mixing
  - pumping over
  - submergible mixing
  - valve to valve
- completed accurate and timely records of additions and finings applied according to workplace requirements, including:
  - juice or wine identification
  - addition or fining identification
  - date, time and operator

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- quantity of material added by weight or volume.

After each addition and fining has been applied to a batch of juice or wine, the individual must have:

- collected, labelled and transferred a sample to a laboratory for analysis or tasting, using at least two of the following methods:
  - over the top
  - sample tap or valve
  - in line sample during transfer.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the physical properties, functions and benefits of wine additions, including:
  - ammonium bisulfite
  - ascorbic acid/erythorbic acid
  - caramel
  - hydrogen peroxide
  - grape concentrate
  - malic acid
  - malolactic bacteria
  - potassium sorbate
  - sulphur dioxide products
  - tannin
  - tartaric acid
  - yeast
  - yeast nutrients
- the physical properties, functions and benefits of wine fining agents, including:
  - activated carbon
  - bentonite
  - casien
  - cream of tartar
  - copper sulphate
  - egg white
  - enzymes
  - gelatine
  - isinglass
  - polyvinylpolypyrrolidone (PVPP)
- quality process and indicators related to the storage, mixing and application of additions and finings, including:

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  - quarantine and testing of raw materials, including batch codes
  - sampling and testing of juice or wine prior to and after the application of additions and finings
  - contamination risks and controls associated with the preparation and application of additions and finings
  - requirements for vegan and allergen control, including label integrity requirements
- weights and measures for additions and finings, including:
  - calibration of scales
  - units of measurement, including grams, kilograms, tonnes, millilitres, litres, hectolitres and kilolitres
- mixing media used to prepare additions and finings used in wine making, including:
  - cold water
  - warm water
  - juice
  - wine
- mixing vessels and devices used to prepare additions and finings used in wine making, including:
  - barrel
  - bucket
  - mixing tub
  - manual agitator
  - mechanical agitator
- application methods for applying additions and finings to wine, including:
  - pour in over the top
  - pump in over the top
  - tank to tank transfer
  - valve to valve
  - venturi
- equipment and methods for integrating additions and finings with wine or juice, including:
  - gas rummaging
  - in place mixing
  - manual mixing
  - submergible mixing
  - pumping over
  - valve to valve
- record keeping requirements for additions and finings in wine making, including:
  - juice or wine identification
  - addition or fining identification
  - date, time and operator
  - quantity of material added by weight or volume

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- principles and methods for collection of wine samples for laboratory analysis, including:
  - over the top
  - sample tap
  - in line sample during transfer
  - cross-contamination
  - containers used
  - labelling
  - effects of time
- workplace health and safety hazards and controls, including:
  - awareness of the limitations of controls
  - personal protective equipment
  - entering and working in confined spaces
  - hazardous substances, including additions and finings, cleaning products and gases
- environmental issues and controls relevant to the storage, mixing and application of additions and finings, including:
  - rework and reuse of products
  - water use and recycling
  - waste processing
  - energy usage
- materials and manual handling procedures related to the preparation, mixing and application of additions and finings.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a commercial winery
- resources, equipment and materials:
  - the vessels, machinery and equipment stipulated in the performance evidence
  - the juice or wine stipulated in the performance evidence
  - the additions and finings stipulated in the performance evidence
- specifications:
  - addition and fining work orders stipulated in the performance evidence
  - workplace procedures for preparation and application of the additions, finings, equipment and machinery stipulated in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards

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FBPCEL4001 Coordinate wine operations vintage processes

Modification History

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to coordinate work teams to set up, operate, hand over and shut down vintage wine operation processes, including crushing, must draining, pressing and fermentation.

The unit applies to individuals who work in a commercial winery and are responsible for coordinating several work teams in vintage wine operations processes to produce red or white wine. They take responsibility for their own work and the outcomes of others, and apply high level planning and problem-solving skills.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to coordinate a vintage processes shift	1.1 Confirm handover information from previous shift

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Check work orders and other processing requirements for shift 1.3 Determine equipment preparation work required for the shift 1.4 Confirm capacity of equipment and vessels for estimated volumes 1.5 Identify and prioritise work tasks and allocate team responsibilities 1.6 Schedule team member rest and meal breaks according to workplace requirements and environmental conditions 1.7 Coordinate equipment checks and set-up, and ensure safety equipment is operational 1.8 Coordinate supply of consumables
2. Monitor vintage production processes	2.1 Oversee handover or start-up of production processes 2.2 Check workplace health and safety, housekeeping and staff welfare 2.3 Apply approved problem-solving principles and techniques to identify and rectify product, process, machine, equipment and operator faults 2.4 Ensure quantity, productivity and quality specifications are met 2.5 Report any outcomes that do not meet specifications, and major process problems 2.6 Report maintenance issues to machinery and equipment technicians 2.7 Communicate with vintage process team members and relevant team leaders about information that impacts on their work 2.8 Ensure accurate completion of records
3. Coordinate product changeover	3.1 Ensure current batch is complete, including push through 3.2 Coordinate cleaning and sanitising of machinery, equipment and vessels according to workplace requirements 3.3 Prepare equipment and consumables for upcoming batch 3.4 Oversee start-up of new batch 3.5 Ensure completion of changeover records
4. Coordinate shutdown of the vintage processes	4.1 Ensure current batch is complete, including push through 4.2 Coordinate cleaning of machinery, equipment and vessels 4.3 Ensure isolation of equipment and machinery according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace requirements 4.4 Advise technicians that machinery and equipment are ready for maintenance 4.5 Ensure disposal of waste according to workplace and environmental procedures 4.6 Ensure accurate completion of shutdown records

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret technical text and symbols in machinery operations manuals and procedures
Writing	• Complete quality reports using correct terminology
Numeracy	• Estimate and calculate known and expected volumes in litres, hectolitres and kilolitres • Estimate and calculate quantity, weight, time and ratio • Measure and calculate flow rates, including volume per hour
Oral communication	• Use open and closed questions to gather information from other teams • Give clear instructions using industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL4001 Coordinate wine operations vintage processes	Not applicable	The unit has been created to address an industry requirement	Newly created

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Links

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Assessment Requirements for FBPCEL4001 Coordinate wine operations vintage processes

Modification History

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has independently coordinated the safe and efficient set-up, operation, handover and shutdown of two shifts of vintage wine operations processes. Each shift must be at least eight hours, have its own work order, and include at least two of the following processes:

- crushing
- must draining
- pressing
- fermentation.

For each shift, the individual must have:

- coordinated at least two cellar operators, including scheduling start and finish times, meal and rest breaks
- coordinated use of at least three of the following:
  - de-stemmer crusher
  - press (either bag or continuous)
  - juice separation vessels and equipment
  - receival tanks
  - fermentation vessels
- communicated with at least two cellar operations workers and at least two of the following:
  - vineyard worker
  - grape receival worker
  - wine maker
  - cellar operations manager
  - maintenance team member
  - laboratory team member

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- addressed quality issues and anomalies caused by equipment failure and operator error
- addressed team members' health and safety requirements, including:
  - correct fit and use of personal protective equipment
  - correct use of machinery guards, including lock-out and isolation
  - compliance with workplace procedures for entry and work in confined spaces, including authorisation
  - compliance with vehicle and pedestrian traffic control requirements
- monitored timely and accurate completion of workplace records, including:
  - production notes, including additions to products
  - machinery and equipment logs
  - workplace safety reports
- effectively coordinated a batch changeover according to workplace time requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- production work orders and production schedules
- general operating principles of machinery and equipment, including:
  - crushers
  - mixers
  - juice separation equipment
  - fermentation vessels
  - presses
  - pumps
- features and functions of machinery and equipment used for the two processes selected in the performance evidence, including:
  - manufacturer and workplace instructions for safe operation
  - control panels and ancillary controls, including manual operations mode
  - operating capacities, efficiencies and applications
  - location and purpose of guards, rails and sensors
  - knowledge of maintenance services required and action to take if services are not available
  - cleaning requirements
  - routine and non-routine machine and equipment faults, and process for rectification
- utility services, including electricity, water, compressed air and inert gases
- heat exchanging systems and equipment
- machinery and equipment processing capacity, including:
  - staging areas
  - crusher capacity
  - press capacity

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    - constraints and other limiting factors
    - forklifts and other materials handling equipment
- equipment and vessels, including:
    - volume
    - processing capacity
    - openings, doors and seals
    - valves and process flow
    - line check authorisations and procedures
- machinery and equipment checks, including:
    - pre-start checks, including emergency stop checks
    - lock-out and tag-out
    - return to service after isolation
- consumables, including:
    - cleaning products
    - gas supplies
    - wine making consumables
- typical problems related to consumables, including insufficient supplies, preparation, quality and identification
- staff welfare, including:
    - working conditions, including temperature, vibration, noise and dust
    - rostering, breaks, rest and fatigue management
- product and process quality indicators, including:
    - baume
    - pH and acid, sulphur dioxide
    - temperature
    - oxidation
- quality control requirements, processes and actions, including:
    - production and processing order specifications
    - methods used to check quality
    - causes of vintage operations process quality issues and corrective action required, including over-additions, product loss, time constraints and dilution
    - planned sampling and testing associated with process monitoring and control
    - responding to machinery alerts and notifications
    - recording of results
    - isolating samples for testing
- records and reporting requirements, including:
    - quality
    - productivity
    - handover
    - health and safety

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    - batch status
- application of push through processes, including:
    - water
    - gas
    - pigging
    - wine or juice
- machinery and equipment maintenance, including:
    - repairs
    - lubrication
    - dismantling and cleaning
- product knowledge related to the batch being processed, including:
    - fruit variety
    - size and volume
    - client or receiver requirements or specifications
    - regulatory requirements
- the interrelationships between the crushing, draining and pressing, and subsequent wine operations processes
- product and process changeover procedures and responsibilities
- product batch identification and traceability requirements, including:
    - workplace requirements
    - client or receiver requirements or specifications
    - batch records
- work health and safety hazards and controls, including awareness of the limitations of protective clothing and equipment relevant to the work process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to vintage processes, including:
    - rework and reuse of products
    - water use and recycling
    - waste processing
    - energy usage
- manual handling procedures related to vintage processes.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a commercial winery
- resources, equipment and materials:
    - the machinery and equipment stipulated in the performance evidence
- specifications:

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  - two work orders as stipulated in the performance evidence
  - workplace procedures for vintage processes, machinery and equipment stipulated in the performance evidence
- relationships:
  - team members and others as stipulated in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPCEL4002 Coordinate wine operations clarification processes

Modification History

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to coordinate work teams to set up, operate, hand over and shut down clarification wine operation processes, including centrifugation flotation and cold settling.

The unit applies to individuals who work in a commercial winery and are responsible for coordinating several work teams in clarification wine operations processes to produce red or white wine. They take responsibility for their own work and the outcomes of others, and apply high level planning and problem-solving skills. The processes may also include rotary drum filtration (RDV).

All work must be carried out to comply with workplace procedures, according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to coordinate	1.1 Confirm handover information from previous shift

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
a clarification shift	1.2 Check work orders and other processing requirements for shift 1.3 Determine equipment preparation work required for the shift 1.4 Confirm capacity of equipment and vessels for estimated volumes 1.5 Identify and prioritise work tasks and allocate team responsibilities 1.6 Schedule team member rest and meal breaks according to workplace requirements and environmental conditions 1.7 Coordinate equipment checks and set-up, and ensure safety equipment is operational 1.8 Coordinate supply of consumables
2. Monitor clarification processes	2.1 Oversee handover or start-up of clarification processes 2.2 Check workplace health and safety, housekeeping and staff welfare 2.3 Apply approved problem-solving principles and techniques to identify and rectify product, process, machine, equipment and operator faults 2.4 Ensure quantity, productivity and quality specifications are met 2.5 Report any outcomes that do not meet specifications, and major process problems 2.6 Report maintenance issues to machinery and equipment technicians 2.7 Communicate with clarification process team members and other team leaders about information that impacts on their work 2.8 Ensure accurate completion of records
3. Coordinate product changeover	3.1 Ensure current batch is complete, including push through 3.2 Coordinate cleaning and sanitising of machinery, equipment and vessels according to workplace requirements 3.3 Prepare equipment and consumables for upcoming batch 3.4 Oversee start-up of new batch 3.5 Ensure completion of changeover records
4. Coordinate shutdown of the clarification processes	4.1 Ensure current batch is complete, including push through 4.2 Coordinate cleaning of machinery, equipment and vessels 4.3 Advise technicians that machinery and equipment are ready for

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	maintenance 4.4 Ensure isolation of equipment and machinery according to workplace requirements 4.5 Ensure disposal of waste according to workplace and environmental procedures 4.6 Ensure accurate completion of shutdown records

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret technical text and symbols in machinery operations manuals and procedures
Writing	• Complete quality reports using accurate industry terminology
Numeracy	• Estimate and calculate known and expected volumes in litres, hectolitres and kilolitres • Estimate and calculate quantity, weight, time and ratio • Measure and calculate flow rates, including volume per hour
Oral communication	• Use open and closed questions to gather information from team members • Give clear instructions using industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL4002 Coordinate wine operations clarification processes	Not applicable	The unit has been created to address an industry requirement	Newly created

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Links

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Assessment Requirements for FBPCEL4002 Coordinate wine operations clarification processes

Modification History

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has independently coordinated the safe and efficient set-up, operation, handover and shutdown of two complete shifts of wine clarification processes. Each shift must be a minimum of eight hours. The individual must coordinate the clarification of at least two different batches of juice or wine, according to work orders.

For each shift, the individual must have:

- coordinated at least two of the following processes:
  - centrifuging
  - flotation
  - racking after cold settling
  - rotary vacuum
- coordinated at least three of the following:
  - centrifuge equipment
  - flotation equipment
  - racking and cold settling equipment
  - pumps
  - rotary vacuum drum
  - storage tanks
- controlled the product temperature to meet wine making specifications
- communicated with at least two cellar operations workers and with at least two of the following:
  - wine maker
  - cellar operations manager
  - maintenance team member
  - laboratory team member.

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For each shift, the individual must have:

- coordinated at least two cellar operations workers, including scheduling start and finish times, meal and rest breaks
- addressed quality issues and anomalies caused by equipment failure and operator error
- addressed team members' health and safety requirements, including:
  - correct fit and use of personal protective equipment
  - correct use of machinery guards, including lock-out and isolation
  - compliance with vehicle and pedestrian traffic control
- monitored timely and accurate completion of workplace records, including:
  - production notes, including additions to products
  - machinery and equipment logs
  - workplace safety reports
- effectively coordinated a batch changeover according to workplace time requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- work orders and production schedules
- general operating principles of machinery and equipment, including:
  - centrifuge
  - continuous or batch flotation equipment
  - rotary vacuum drum
  - receival tanks
  - pumps
  - inert gas related equipment, including bulk and small cylinders, regulators, valves and pipes
- features and functions of machinery and equipment used for the two processes selected in the performance evidence, including:
  - manufacturer and workplace instructions for safe operation
  - control panels and ancillary controls, including manual operations mode
  - operating capacities, efficiencies and applications
  - constraints and other limiting factors
  - location and purpose of guards, rails and sensors
  - knowledge of maintenance required and action to take if maintenance services are not available
  - cleaning requirements
  - routine and non-routine machine and equipment faults, and process rectification
- utility services, including electricity, water, compressed air and inert gases
- heat exchanging systems and equipment
- equipment and vessels, including:

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  - volume
  - processing capacity
  - openings, doors and seals
  - valves and process flow
  - line check authorisations and procedures
- machinery and equipment checks, including:
  - pre-start checks, including emergency stop checks
  - lock-out and tag-out
  - return to service after isolation
- consumables, including:
  - cleaning products
  - water and gas supplies
  - filtration media
  - flotation aids
- typical problems related to consumables, including insufficient supplies, preparation, quality and identification
- staff welfare, including:
  - working conditions, including temperature, vibration, noise and dust
  - rostering, breaks, rest and fatigue management
- product and process quality indicators, including:
  - temperature
  - oxidation
  - pectin
  - solids
  - nephelometric turbidity units (NTU) clarification
- quality control requirements, processes and actions, including:
  - production and processing order specifications
  - methods used to check quality
  - common causes of clarification process quality issues, and corrective action required
  - planned sampling and testing associated with process monitoring and control
  - responding to machinery alerts and notifications
  - recording of results
- records and reporting requirements, including:
  - quality
  - productivity
  - handover
  - health and safety
  - process information, including wine tracking
- application of push through processes, including:
  - water

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  - gas
  - wine or juice
- product knowledge related to the batch being processed, including:
  - batch
  - volume
  - wine making and food safety regulatory requirements
- the interrelationships between clarification processes and previous and subsequent wine making operations processes
- product and process changeover procedures and responsibilities
- product batch identification and traceability requirements, including:
  - workplace requirements
  - batch records
- workplace health and safety hazards and controls, including:
  - awareness of the limitations of controls
  - personal protective equipment
  - entering and working in confined spaces, including training and authorisation
  - hazardous substances, including additions and finings, cleaning products and gases
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the clarification process, including:
  - rework and reuse of products
  - water use and recycling
  - waste processing
  - energy usage
- materials and manual handling procedures related to clarification processes.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a commercial winery
- resources, equipment and materials:
  - the machinery and equipment stipulated in the performance evidence
  - the juice or wine stipulated in the performance evidence
- specifications:
  - two work orders as stipulated in the performance evidence
  - workplace procedures for operating clarification processes, machinery and equipment stipulated in the performance evidence
- relationships:
  - team members and others stipulated in the performance evidence.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPCEL4003 Coordinate wine operations filtration processes

Modification History

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to coordinate work teams to set up, operate, hand over and shut down filtration wine operation processes.

The unit applies to individuals who work in a commercial winery and are responsible for coordinating several work teams in filtration wine operations processes to produce red or white wine. They take responsibility for their own work and the outcomes of others, and apply high level planning and problem-solving skills.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to coordinate a filtration shift	1.1 Confirm handover information from previous shift 1.2 Check work orders and other processing requirements for shift

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Determine equipment preparation work required for the shift 1.4 Confirm capacity of equipment and vessels for required volumes 1.5 Identify and prioritise work tasks and allocate team responsibilities 1.6 Schedule team member rest and meal breaks according to workplace requirement and environmental conditions 1.7 Coordinate equipment checks and set-up, and ensure safety equipment is operational 1.8 Ensure integrity testing on filters is carried out to meet required parameters 1.9 Coordinate supply of consumables
2. Monitor the filtration production	2.1 Oversee handover or start-up of production processes 2.2 Check workplace health and safety, housekeeping and staff welfare 2.3 Apply approved problem-solving principles and techniques to identify and rectify product, process, machine, equipment and operator faults 2.4 Ensure quantity, productivity and quality specifications are met 2.5 Ensure flow rates and differential pressures meet production requirements, and determine when filters are compromised 2.6 Report any outcomes that do not meet specifications, and major process problems 2.7 Report maintenance issues to machinery and equipment technicians 2.8 Communicate with filtration process team members and other team leaders about information that impacts on their work 2.9 Ensure accurate completion of records
3. Coordinate product changeover	3.1 Ensure current batch is complete, including push through 3.2 Coordinate cleaning and sanitising of machinery, equipment and vessels according to workplace requirements 3.3 Prepare equipment and consumables for upcoming batch 3.4 Oversee start-up of new batch 3.5 Coordinate completion of changeover records

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Coordinate shutdown of the filtration processes	4.1 Ensure current batch is complete, including push through 4.2 Coordinate cleaning of machinery, equipment and vessels 4.3 Ensure filter change-outs are completed when filter media are expired 4.4 Advise machine technicians that machinery and equipment are ready for maintenance 4.5 Ensure disposal of waste according to workplace and environmental procedures 4.6 Ensure accurate completion of shutdown records

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret technical text and symbols in machinery operations manuals and procedures
Writing	• Complete quality reports using correct terminology
Numeracy	• Estimate and calculate known and expected volumes in litres, hectolitres and kilolitres • Estimate and calculate quantity and time • Measure and calculate flow rates, including volume per hour
Oral communication	• Use open and closed questions to gather information from team members • Give clear instructions using industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FBPCEL4003 Coordinate wine operations filtration processes	Not applicable	The unit has been created to address an indsutry requirement	Newly created

Links

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Assessment Requirements for FBPCEL4003 Coordinate wine operations filtration processes

Modification History

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has independently coordinated the safe and efficient set-up, operation, handover and shutdown of two complete shifts of wine filtration processes. Each shift must be a minimum of eight hours. The individual must coordinate the filtration of at least two different batches of juice or wine, according to work orders.

For each shift, the individual must have:

- coordinated at least two of the following:
  - cross flow
  - earth
  - lenticular or pad
  - reverse osmosis
  - membrane
- checked filtration performance parameters, including the specified integrity testing
- controlled product specifications, including:
  - temperature
  - carbon dioxide
  - dissolved oxygen
  - nephelometric turbidity units (NTU)
- communicated with at least two cellar operations workers and with at least two of the following:
  - wine maker
  - cellar operations manager
  - maintenance team member
  - laboratory team member.

For each shift, the individual must have:

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- coordinated at least two cellar operations workers, including scheduling start and finish times, meal and rest breaks
- addressed quality issues and anomalies caused by equipment failure and operator error
- addressed team members' health and safety requirements, including:
  - correct fit and use of personal protective equipment
  - machinery lock-out and isolation
  - compliance with vehicle and pedestrian traffic control
- monitored timely and accurate completion of workplace records, including:
  - production notes, including additions to products
  - machinery and equipment logs
  - workplace safety reports
- effectively coordinated a batch changeover according to workplace time requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- work orders and production schedules
- general operating principles of machinery and equipment, including:
  - cross flow filter equipment
  - earth filter equipment
  - membrane filter, including lenticular cartridge
  - reverse osmosis machine
  - inert gas related equipment, including bulk and small cylinders, regulators, valves and pipes
- features and functions of machinery and equipment used for the two processes selected in the performance evidence, including:
  - manufacturer and workplace instructions for safe operation
  - control panels and ancillary controls, including manual operations mode
  - operating capacities, efficiencies and applications
  - constraints and other limiting factors
  - location and purpose of sensors
  - knowledge of maintenance required and action to take if maintenance services are not available
  - cleaning requirements
  - filter change-out, integrity testing of filters, filter parameters and actions required to rectify
  - flow rates and differential pressures, and actions to take when filters are compromised
  - routine and non-routine machine and equipment faults, and process for rectification
- utility services, including electricity, water, compressed air and inert gases
- heat exchanging systems and equipment

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- equipment and vessels, including:
  - volume
  - processing capacity
  - openings, doors and seals
  - valves and process flow
  - pressure testing
  - line check authorisations and procedures
- machinery and equipment checks, including:
  - pre-start checks, including emergency stop checks
  - lock-out and tag-out
  - return to service after isolation
- consumables, including:
  - cleaning products
  - water and gas supplies
  - filtration media
- typical problems related to consumables, including insufficient supplies, preparation, quality and identification
- staff welfare, including:
  - working conditions, including temperature, vibration, noise and dust
  - rostering, breaks, rest and fatigue management
- product and process quality indicators, including:
  - temperature
  - oxidation
- filtration performance parameters, including:
  - differential pressures
  - flow rates
  - integrity
  - NTU and solids
  - micro
- filtration quality control requirements, processes and actions, including:
  - production and processing order specifications
  - methods used to check quality
  - turbidity and equipment used to measure turbidity in NTU
  - common causes of filtration process quality issues, and corrective action required
  - planned sampling and testing associated with process monitoring and control
  - responding to machinery alerts and notifications
  - recording of results
- records and reporting requirements, including:
  - quality
  - productivity

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    - handover
    - health and safety
    - process information, including wine tracking
- application of push through processes, including:
    - water
    - gas
    - wine or juice
- product knowledge related to the batch being processed, including:
    - fruit variety
    - volume
    - client or receiver requirements or specifications
- the interrelationships between filtration processes and bottling, general cellar and packaging processes
- product and process changeover procedures and responsibilities
- product batch identification and traceability requirements, including:
    - workplace requirements
    - client or receiver requirements or specifications
    - batch records
- work health and safety hazards and controls, including:
    - awareness of the limitations of controls
    - protective clothing and equipment
    - hazardous substances, including stored pressure, additions and finings, cleaning products and gases
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to filtration process, including:
    - rework and reuse of products
    - water use and recycling
    - waste processing
    - energy usage
- materials and manual handling procedures related to filtration processes.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a commercial winery
- resources, equipment and materials:
    - machinery and equipment stipulated in the performance evidence
    - juice or wine stipulated in the performance evidence
- specifications:

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  - two work orders as stipulated in the performance evidence
  - workplace procedures for operating filtration processes, machinery and equipment stipulated in the performance evidence
- relationships:
  - team members and others stipulated in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPCEL4004 Coordinate wine operations general cellar processes

Modification History

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to coordinate work teams to set up, operate, handover and shut down general cellar operations processes, including fermentation, additions and finings, preparing wine cultures, performing heat exchange, inert gas handling and transfer of juice and wine.

The unit applies to individuals who work in a commercial winery and are responsible for coordinating several work teams in general cellar operations processes to produce red or white wine. They take responsibility for their own work and the outcomes of others and apply high level planning and problem-solving skills. The processes may include the production of sparkling and fortified wines.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to coordinate a general cellar operations shift	1.1 Confirm handover information from previous shift 1.2 Check work orders and other processing requirements for shift 1.3 Determine equipment preparation work required for the shift 1.4 Confirm capacity of equipment and vessels for required volumes 1.5 Identify and prioritise work tasks and allocate team responsibilities 1.6 Schedule team member rest and meal breaks according to workplace requirement and environmental conditions 1.7 Coordinate equipment checks and set up, including safety equipment is operational 1.8 Coordinate supply of consumables
2. Monitor the general cellar operations processes	2.1 Oversee handover or start-up of production processes 2.2 Check workplace health and safety, housekeeping and staff welfare 2.3 Apply approved problem-solving principles and techniques to identify and rectify product, process, machine, equipment and operator faults 2.4 Ensure quantity, productivity and quality specifications are met 2.5 Report any outcomes that do not meet specifications, and major process problems 2.6 Report maintenance issues to machinery and equipment technicians 2.7 Communicate with general cellar operations process team members and other team leaders about information that impacts on their work 2.8 Ensure accurate completion of records
3. Coordinate product change over	3.1 Ensure current batch is complete, including push through 3.2 Coordinate cleaning and sanitizing of machinery, equipment and vessels according to workplace requirements 3.3 Prepare equipment and consumables for upcoming batch 3.4 Oversee start-up of new batch 3.5 Coordinate completion of change over records
4. Coordinate shut down	4.1 Ensure current batch is complete, including push through

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
of the general cellar operations processes	4.2 Coordinate cleaning of machinery, equipment and vessels 4.3 Advise maintenance team that machinery and equipment is ready for maintenance 4.4 Ensure disposal of waste according to workplace and environmental procedures 4.5 Ensure accurate completion of shut down records

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret technical text and symbols in machinery operations manuals and procedures
Writing	• Complete quality reports using correct terminology
Numeracy	• Estimate and calculate known and expected volumes in litres, hectolitres and kilolitres • Estimate and calculate quantity and time • Measure and calculate flow rates, including volume per hour
Oral communication	• Use open and closed questions to gather information from team members • Give clear instructions using industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL4004 Coordinate wine operations general cellar processes	Not applicable	The unit has been created to address the industry requirement	Newly created

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Assessment Requirements for FBPCEL4004 Coordinate wine operations general cellar processes

Modification History

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has independently coordinated the safe and efficient set-up, operation, hand over and shut down of two complete shifts of general cellar operations processes. Each shift must be a minimum of eight hours.

The individual must have coordinated the processing of at least two different batches of juice or wine, according to work orders, including:

- at least two of the following:
  - preparing wine cultures
  - fermentation
  - additions and finings
  - heat exchanging
  - wine transfer
- controlled product specifications, including:
  - temperature
  - carbon dioxide
  - dissolved oxygen
- coordinated safe and accurate processes, including:
  - handling and use of inert gas
  - preparation and application of at least one addition or fining
  - collection and delivery of samples to the laboratory
- communicated with at least two cellar operations workers and with at least two of the following:
  - wine maker
  - cellar operations manager
  - maintenance team member
  - laboratory team member

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- coordinated use of two of the following:
  - heat exchanger
  - positive displacement pumps
  - centrifugal pumps
  - receival tanks or barrels
- coordinated use of one of the following:
  - manual agitator
  - mechanical agitator
  - pump over
  - valve to valve.

For each shift, the individual must have:

- coordinated at least two cellar operations workers, including scheduling start and finish times, meal and rest breaks
- addressed quality issues and anomalies caused by equipment failure and operator error
- addressed team members' health and safety requirements; including:
  - correct fit and use of personal protective equipment
  - correct use of machinery guards, including lock out and isolation
  - compliance with vehicle and pedestrian traffic control
- monitored timely and accurate completion of workplace records, including:
  - production notes, including additions to products
  - machinery and equipment logs
  - workplace safety reports
- effectively coordinated a batch change over according to workplace time requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- work orders and production schedules
- general operating principles of machinery and equipment related to general cellar operations, including at least four of the following:
  - preparing wine cultures
  - fermentation
  - additions and finings
  - heat exchanging
  - transfer of juice and wine
  - vessels including tanks or barrels
  - pumps
  - inert gas related equipment, including bulk and small cylinders, regulators, valves and pipes

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- features and functions of machinery, equipment, including:
  - manufacturer and workplace instructions for safe operation
  - control panels and ancillary controls, including manual operations mode
  - operating capacities, efficiencies and applications
  - constraints and other limiting factors
  - location and purpose of guards, rails and sensors
  - knowledge of maintenance required and action to take if maintenance services are not available
  - cleaning requirements
  - routine and non routine machine and equipment faults, and process for rectification
- utility services, including electricity, water, compressed air, and inert gasses
- equipment and vessels, including:
  - volume
  - processing capacity
  - openings, doors and seals
  - valves and process flow
  - line check authorisations and procedures
  - vessel maintenance, cleaning and sanitation, including oak storage
- machinery and equipment checks, including:
  - prestart checks, including emergency stop checks
  - lock out and tag out
  - return to service after isolation
- consumables, including:
  - cleaning products
  - water and gas supplies
  - additions and finings
  - typical problems related to consumables, including, insufficient supplies, preparation, quality and identification
- staff welfare, including:
  - working conditions, including temperature, vibration, noise and dust
  - rostering, breaks, rest and fatigue management
- product and process quality indicators, including:
  - baume
  - alcohol
  - carbon dioxide
  - temperature
  - oxidation
- general cellar operations quality control requirements, processes and actions, including:
  - production and processing order specifications
  - methods used to check quality

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  - common causes of fermentation process quality issues and corrective action required, including a stuck ferment, ferment too cold and ferment too hot
  - common causes of clarification process quality issues and corrective action required
  - common causes of filtration process quality issues and corrective action required
  - planned sampling and testing associated with process monitoring and control
  - responding to machinery alerts and notifications
  - recording of results
- records and reporting requirements, including:
  - quality
  - productivity
  - handover
  - health and safety
  - process information, including wine tracking
- application of push through processes, including:
  - water
  - gas
  - wine or juice
- product knowledge related to the batch being processed, including:
  - juice or wine variety
  - volume
- the interrelationships between cellar operations and previous and subsequent wine making operations processes
- product and process change over procedures and responsibilities
- product batch identification and traceability requirements, including:
  - workplace requirements
  - client or receiver specifications
  - batch records
- work health and safety hazards and controls, including:
  - awareness of the limitations of controls
  - personal protective equipment
  - entering and working in confined spaces, including training and authorisation
  - hazardous substances, including stored pressure, additions and finings, cleaning products, and gases
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including:
  - rework and reuse of products
  - water use and recycling
  - waste processing
  - energy usage
- materials and manual handling procedures related to the general cellar processes.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a commercial winery
- resources, equipment and materials:
  - machinery and equipment stipulated in the performance evidence
  - juice or wine stipulated in the performance evidence
- specifications:
  - two batch orders stipulated in the performance evidence
  - workplace procedures for general cellar operations processes, machinery and equipment stipulated in the performance evidence
- relationships:
  - team members and others stipulated in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPCHE3003 Conduct cheese making operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to carry out cheese making in a bulk production and packaging operation using an integrated industrial process, under the direction of the cheese manufacturing manager. The unit covers a number of cheese types.

This unit applies to individuals working as advanced operators in industrial cheese enterprises who take responsibility for their own work. It does not include milk preparation processes or cheese curing, portioning or retail packaging processes.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cheese (CHE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to work	1.1 Organise the work tasks to be completed 1.2 Identify workplace health and safety hazards, assess risks and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	implement control measures 1.3 Identify food safety and quality non-compliance issues, and report to supervisor 1.4 Select and use appropriate personal protective equipment
2. Monitor milk supply and quality	2.1 Ensure the availability of milk supply for batch according to product specifications 2.2 Check the sample data on milk for composition, homogeneity, somatic cell count and disk assay according to specification 2.3 Maintain milk at temperature required for inoculation with the culture according to recipe and specifications
3. Prepare cheese making equipment and add ingredients	3.1 Ensure ingredients are available to meet product requirements 3.2 Measure ingredients to meet recipe requirements 3.3 Handle ingredients safely and according to procedures to maintain purity and viability 3.4 Ensure equipment is ready for use according to operating procedures and safety requirements 3.5 Set and operate cheese making equipment to meet specified requirements 3.6 Load ingredients into the plant at the required stage 3.7 Check the final mix against specifications
4. Carry out process control and make adjustments according to operating procedures	4.1 Implement equipment start-up and shutdown according to safety requirements and operating procedures 4.2 Identify and report equipment faults 4.3 Monitor cheese making processes, taking required samples according to workplace procedures 4.4 Carry out routine tests and record results according to workplace procedures 4.5 Adjust processing parameters as a result of test results, to ensure product meets specification 4.6 Package cheese for curing and distribution with correct batch number attached for traceability 4.7 Clean equipment to meet production and hygiene requirements after each batch

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Meet workplace requirements for yield, food safety, quality and environmental management	5.1 Monitor cheese yield and compare to specification 5.2 Maintain workplace records according to workplace procedures 5.3 Ensure waste is disposed of according to environmental guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret recipes, operating procedures and specifications
Writing	• Accurately complete production documentation to ensure traceability
Numeracy	• Accurately interpret volumes, weights and measures • Read gauges and scales and interpret results to determine actions • Calculate yield using established formula

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCHE3003 Conduct cheese making operations	FBPCHE3001 Conduct cheese making operations	Foundation Skills refined Minor changes to Performance Criteria for clarity Assessment requirements updated	Equivalent

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Links

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Assessment Requirements for FBPCHE3003 Conduct cheese making operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has conducted cheese making operations to produce at least one batch of cheese, including:

- applying food safety policies and procedures to work practices
- recording process parameters for traceability.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, basic principles and processes of cheese making, including:
  - the main components of milk and cheese (both curds and whey)
  - milk characteristics and components important in cheese making
  - milk preparation for cheese making (fat and protein standardisation, and pasteurisation)
  - types of starters used and their role in the fermentation process
  - effect of milk characteristics on cheese processing performance
  - use of coagulating enzymes and cutting aids in syneresis
  - use of adjunct cultures
  - moisture control in cheese making
  - organoleptic properties of cheese, and their relationship to processes and ingredients in cheese making
  - effects of pH and temperature on cheese processing performance and product quality
  - types and impact of inhibitory substances in milk
- cheese making equipment and operations, including:
  - equipment start-up, shutdown and emergency procedures

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    - quality characteristics to be achieved by a cheese making process
    - operation and routine maintenance requirements of cheese making and packing plant and equipment
    - operational procedures for operating the cheese making process, including adding ingredients, testing, measuring and recording, and making limited adjustments to ingredient recipes or the operation of equipment according to procedures
    - health and safety hazards and controls
- good manufacturing practices (GMP) relevant to work task
- sensory analysis techniques to identify product faults
- common causes of variation, and corrective action required for each stage of the cheese making operation, including:
    - microbial contaminants of cheese (lipolytic bacteria, yeasts, moulds, bacillus, listeria, E. coli, salmonella, coliforms and staphylococci), and their impact on cheese quality
    - impact of bacteriophage on the fermentation process
    - sampling and testing procedures for contaminant microbes
    - contamination risk of inoculants and contaminants
    - food safety risks associated with the process, and related control measures
    - sampling and testing procedures for cheese quality
- packaging procedures
- product/batch changeover procedures
- line responsibility for reporting production and performance information
- cleaning and hygiene management of cheese making, including:
    - food safety and quality assurance standards and procedures
    - hygiene, cleaning and sanitisation procedures in line with best manufacturing practice
    - Food Standards Code relevant to cheese making
    - routine maintenance procedures
- environmental issues and controls relevant to the process, including waste collection and handling procedures related to the process
- procedures to record traceability of product and ingredients.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a cheese production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - cheese making production process and related equipment
    - equipment operating procedures, including control points and process settings
    - sampling and testing equipment
    - recording systems to meet food safety and quality assurance requirements

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  - cheese making consumables
  - personal protective equipment and safety data sheets (SDS)
  - cleaning procedures, materials and equipment
- specifications:
  - workplace procedures, including safe work practices, food safety, quality and environmental requirements
  - sampling and testing procedures
  - product specifications and recipes.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPCHE3004 Carry out processing for a range of artisan cheeses

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to carry out artisan cheese making processes.

This unit applies to individuals who work in small scale cheese production enterprises and use discretion and judgement in their work.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cheese (CHE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to work	1.1 Organise the work tasks to be completed 1.2 Identify workplace health and safety hazards, assess risks and implement control measures 1.3 Identify and address food safety and quality non-compliance issues

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to legislative requirements 1.4 Select and use appropriate personal protective equipment
2. Apply sanitisation procedures	2.1 Ensure the storage area for starter cultures is maintained according to workplace hygiene practices 2.2 Keep all surfaces and equipment clean and sanitised according to workplace sanitisation procedures 2.3 Ensure raw milk is kept separate from pasteurised milk operations 2.4 Record food safety related information according to workplace food safety standards
3. Implement procedures to prepare milk for cheese making	3.1 Implement standardisation procedures for milk to be processed into cheese, as required of product specification 3.2 Carry out pasteurisation procedures for milk, as required of product specification
4. Carry out procedures to inoculate milk and cut the curd	4.1 Add inoculants and adjuncts to milk, and allow it to ripen to specification 4.2 Measure rennet accurately and dilute before adding to milk 4.3 Maintain temperature at specified level according to the production requirements 4.4 Test curd for readiness to cut according to production testing procedures
5. Implement procedures to separate, cook and wash the curd	5.1 Carry out curd cutting according to production procedures 5.2 Test whey for pH or acidity and temperature to ensure curd cutting efficiency 5.3 Ensure optimal syneresis according to cooking schedule and curd stirring requirements 5.4 Carry out draining procedures to ensure curd is at required moisture, pH level and consistency
6. Carry out fermentation, salting and optional pressing treatments	6.1 Transfer curd to hoops to form the correct shape for the type of cheese 6.2 Maintain temperature profile required for the cheese type to complete fermentation 6.3 Add salt after draining according to cheese type

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	6.4 Apply salting treatments according to cheese type 6.5 Press dry salted cheese in hoops according to product specification
7. Implement cheese curing and packaging procedures	7.1 Apply maturing requirements according to cheese type 7.2 Monitor the maturing environment according to the cheese type 7.3 Apply ripening agents to cheese according to requirements of cheese type 7.4 Carry out packaging and labelling procedures either before or after maturing according to cheese type and workplace requirements
8. Assess the organoleptic properties of cheese, and relate to specifications	8.1 Check that flavour meets specifications for the cheese type 8.2 Examine the texture of cheese and compare to specifications 8.3 Examine cheese for evenness of colour and finish according to specifications 8.4 Identify possible causes of out-of-specification results, and make changes to procedures to address quality issues for future cheese production
9. Meet workplace requirements for food safety, quality and environmental management	9.1 Keep records of cheese manufacture according to workplace procedures 9.2 Dispose of waste according to workplace environmental and waste management procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret cheese making procedures and specifications
Writing	• Accurately complete production records to ensure traceability
Numeracy	• Interpret and manipulate numerical information for volumes, weights and measures of ingredients

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Skill	Description
	• Calculate yield using established formula

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCHE3004 Carry out processing for a range of artisan cheeses	FBPCHE3002 Carry out processes for a range of artisan cheeses	Title updated Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPCHE3004 Carry out processing for a range of artisan cheeses

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has carried out processes to produce at least two separate batches of different artisan cheese types, with each batch showing consistent quality, texture, colour and flavour.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the purpose and basic principles of cheese making
- main cheese types produced at the workplace, their characteristics, and the common processes for making them
- main components of milk
- milk characteristics and components important in cheese making
- milk preparation for cheese making, including when standardisation and pasteurisation are required
- effect of milk quality on cheese processing performance
- types and impact of inhibitory substances in milk
- types of starters used, and their role in the fermentation process
- moisture control in cheese making
- processes of coagulation and syneresis and their role in cheese making
- effects of acidity (either pH or titratable acidity) and temperature on cheese processing performance and product quality
- role of yeasts, moulds and adjunct cultures in cheese making
- temperature and humidity requirements for maturing
- ripening agents for different cheese types

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- contamination/food safety risks associated with the process, and related control measures, including:
  - microbial contaminants of cheese (lipolytic bacteria, yeasts, moulds, bacillus, listeria, E. coli, salmonella, coliforms and staphylococci) and their impact on cheese quality
  - the impact of bacteriophage in fermentation and ripening
  - contamination risk of inoculants and other contaminants
- techniques used to monitor and sample during the cheese making process for quality control, including:
  - inspecting
  - measuring
  - testing
- good manufacturing practices (GMP) relevant to work task
- common causes of variation, and corrective action required for each cheese making process
- organoleptic properties and their relationship to processes and ingredients in cheese making
- sensory analysis techniques to identify product faults
- health and safety hazards and controls relevant to artisan cheese operations
- procedures for:
  - routine maintenance
  - product/batch changeover
  - hygiene, cleaning and sanitisation in line with best manufacturing practice
  - food safety and quality assurance in line with the Food Standards Code for cheese making
  - environmental issues and controls, including waste collection and handling procedures
- procedures and responsibility for recording and reporting production and performance information, and records required, including:
  - measurements for timing of operations
  - temperature
  - milk and curd acidity
  - curd weight
  - hooped yield
  - maturing data
- procedures to record traceability of product and ingredients.

Assessment Conditions

Assessment of skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a cheese production workplace or an environment that accurately reflects a real workplace setting

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- resources, equipment and materials:
  - production process and related equipment for making artisan cheeses
  - personal protective equipment
  - sampling and testing equipment
- specifications:
  - specifications for each cheese type
  - sampling and testing procedures
  - manufacturer advice and operating procedures for cheese making equipment
  - methods for collecting data and calculating yields, efficiencies and material variances appropriate to the type of cheese and the production environment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCHE3005 Operate and monitor a cheese pressing and moulding process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the knowledge and skills required to set up, operate, adjust and shut down a pressing and moulding process to produce cheese to specifications.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of pressing and moulding equipment and processes in a cheese production environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cheese (CHE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the pressing and moulding equipment	1.1 Confirm materials and personal protective equipment are available for operating requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and process for operation	1.2 Identify and confirm cleaning and maintenance requirements according to food safety requirements 1.3 Identify food safety requirements for the task and product 1.4 Fit personal protective equipment, and adjust machine components and attachments needed for operating requirements 1.5 Enter parameters required to meet safety and operating requirements 1.6 Conduct pre-start checks according to workplace procedures
2. Operate and monitor equipment	2.1 Start up the pressing and moulding process according to workplace procedures 2.2 Monitor equipment to identify variation in operating conditions 2.3 Adjust equipment operations to meet product specification 2.4 Take samples and confirm that specifications are met at each stage 2.5 Identify, rectify and/or report out-of-specification product or process outcomes 2.6 Maintain the work area according to workplace guidelines, health and safety and food safety requirements 2.7 Enter information in workplace records in required format
3. Shut down the pressing and moulding process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process safely according to workplace procedures 3.3 Identify and report maintenance requirements according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures for the cheese pressing and moulding process

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Skill	Description
Writing	• Record processing data using electronic, digital and/or paper-based formats
Numeracy	• Confirm process remains within specification for capacity and flow of product

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCHE3005 Operate and monitor a cheese pressing and moulding process	FBPDPR2005 Operate a cheese pressing and moulding process	Unit code and title updated to match complexity of task Minor changes to Performance Criteria for clarity Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPCHE3005 Operate and monitor a cheese pressing and moulding process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has set up, operated and monitored, and shut down a cheese pressing and moulding process to produce at least one batch of cheese to meet specifications, including:

- applying food safety procedures to work practices
- following safe work practices
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the pressing and moulding process
- basic operating principles of equipment, including:
  - main equipment components
  - equipment status and purpose of guards
  - operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- the flow of the pressing and moulding process, and the effect of product output on downstream processes
- quality characteristics to be achieved by the pressing and moulding process
- effect of raw material characteristics on pressing and moulding process performance
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including:

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  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- techniques used to monitor the pressing and moulding process, including inspecting, measuring and testing as required by the process
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the process, and the related procedures and recording requirements
- health and safety hazards and controls
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste collection and handling procedures
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- routine maintenance procedures for cheese pressing and moulding equipment
- cleaning and sanitisation procedures for cheese pressing and moulding equipment
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a cheese production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - pressing and moulding equipment
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety and quality and requirements
  - information on equipment capacity and operating parameters
  - product specifications, control points and processing parameters
  - sampling schedules and test procedures and equipment
  - documentation and recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPCHE4001 Prepare and present cheese

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to prepare and present cheese to a customer in a retail environment.

This unit applies to individuals who work in a cheesemongering setting, with responsibility for storing, cutting, wrapping, displaying and presenting cheese to a customer.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Cheese (CHE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Recognise and identify cheese types	1.1 Identify different cheese types and characteristics 1.2 Identify cheeses made from different processes 1.3 Identify cheeses made from different milk types 1.4 Identify factors affecting cheese affinage

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Cut different cheeses	2.1 Sanitise hands, equipment and workspace, ready to handle cheese 2.2 Cut small and large cheeses to specified weight using correct utensils 2.3 Cut soft and hard cheeses to specified weight using correct utensils
3. Present cheese	3.1 Design a display of a selection of cheeses for a display cabinet 3.2 Design a cheese tasting with an identified theme 3.3 Cut cheese for customer tasting 3.4 Present cheese for customer tasting with specified theme, identifying the characteristics, provenance and processing techniques of each 3.5 Make recommendations for post-purchase storage
4. Wrap cheese	4.1 Identify appropriate wrap material for different cheeses 4.2 Wrap different shaped cheeses and cut pieces neatly, with appropriate folding
5. Store cheese	5.1 Store different cheeses to maintain quality and flavour 5.2 Complete records to meet regulatory and sales requirements 5.3 Clean workspace to meet regulatory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Interact effectively with customers in a retail environment • Describe cheese characteristics using industry-specific language
Numeracy	• Estimate weights of cheese with reasonable accuracy

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCHE4001 Prepare and present cheese	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCHE4001 Prepare and present cheese

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively prepared and presented cheeses, including:

- identifying and describing the main characteristics of the following cheeses, including a summary of the processing and ripening conditions for each:
  - fresh cheese
  - soft ripened
  - surface mould ripened
  - semi-soft
  - semi-hard
  - hard
  - eye cheese
  - blue cheese
  - pasta filata
- cutting cheese for retail sale, to specified weights
- wrapping at least three different cheeses appropriately
- preparing and presenting a cheese tasting to a customer, based on an identified theme.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- different cheese types and varieties, including: fresh cheese, soft ripened, surface mould ripened, semi-soft, semi-hard, hard, cheese with and without eyes, blue cheese and pasta filata
- cheese ripened principally with bacteria, with bacteria and surface microorganisms, and blue mould

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- main processing steps in making cheese, including setting the milk, cutting or breaking curd, cooking curd, draining or dipping, knitting curd, salting, pressing, applications and treatments
- different milks used to make cheese and their properties and characteristics, including cow, sheep, and goat
- the effects that animal breed, diet and seasonality can have on cheese
- the effect of pH on the cheese making process
- various coagulants used in cheese making
- factors that affect affinage of cheese
- packaging and wrapping for different cheese types
- language to describe the characteristics of cheese
- use of the five senses for describing cheese
- origin of cheese defects
- temperature for storing cheese
- methods for maintaining cheese quality from packaging through to retail sale
- general nutritional properties of cheese
- ways to organise cheese for display
- ways to select cheese for tastings and appropriate accompaniments
- cutting methods and equipment for different styles of cheese
- differences between pre-cut versus cut to order, and the requirements of business for each
- Food Standards Code in relation to dairy processing
- pathogens that can exist in cheese
- raw milk cheeses and regulations in Australia
- general requirements for importing cheese.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a retail cheese environment
- resources, equipment and materials:
  - different types of cheeses and suitable accompaniments
  - materials to cut, present and store cheeses
  - access to potential customer/s.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCHE5005 Produce lactic acid coagulated artisan cheese

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to produce lactic acid coagulated soft cheese in an artisan cheese making environment.

This unit applies to cheesemakers who have responsibility for overseeing the production of cheese, adapting the process where required to suit the specified outcome, and complying with workplace health and safety, food safety, record keeping and quality assurance requirements for the cheese making process.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Cheese (CHE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for cheese making	1.1 Identify characteristics, make parameters and production goals of type of lactic acid coagulated cheese to be produced 1.2 Identify hazards and manage risks associated with producing cheese of specific type

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Prepare milk and starter cultures using good hygiene practice (GHP) 1.4 Ensure all surfaces meet cleanliness and sanitisation requirements 1.5 Manage GHP and good manufacturing practice (GMP) throughout cheese making process 1.6 Record cheese production information according to workplace procedures
2. Prepare milk	2.1 Sample raw or pre-pasteurised milk to assess milk composition (fat, proteins, minerals, pH, titratable acidity) of milk in vat, and adjust make parameters accordingly 2.2 Confirm desired outcome of the cheese making process, based on milk composition and production goals 2.3 Standardise milk or modify make process for consistent outcome, as required
3. Inoculate milk to promote coagulation	3.1 Add starter culture to the milk and mix evenly according to cheese type and production goals 3.2 Add coagulating enzymes to the milk according to production goals 3.3 Maintain temperature throughout the tank or vat according to production goals 3.4 Maintain a log of pH, titratable acidity and temperature to control make, ripening and yield according to production goals
4. Process curds	4.1 Manage curd ladling, breaking or cutting to meet production goals 4.2 Plan the curd processing schedule to meet production goals 4.3 Drain curd to ensure required pH level and consistency according to production goals
5. Monitor and adjust cheese processing	5.1 Monitor the amount of moisture in cheese by regulating syneresis 5.2 Adjust calcium phosphate levels to influence basic cheese structure if required 5.3 Control texture of the cheese by regulating pH, salt, moisture and fat 5.4 Control cheese flavour through choice of ingredients, such as milks, cultures, coagulating agents and salt, make parameters and pH levels

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.5 Optimise yield by refining process control parameters
6. Manage ripening	6.1 Observe effects of ripening agents on cheeses 6.2 Optimise curing and ripening agents by planning for and adjusting the key composition ratios of acid-coagulated soft cheeses 6.3 Use surface treatments according to cheese type and recipe 6.4 Maintain records of cheese production and ripening, as specified by legislation
7. Conduct housekeeping activities	7.1 Clean equipment and work area in line with workplace procedures 7.2 Conduct routine maintenance activities 7.3 Dispose of waste in line with regulatory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret cheese make requirements from a variety of sources to consolidate information for cheese production
Writing	• Document details of make process, including weights, temperature, humidity, pH, titratable acidity, salt and organoleptic parameters
Numeracy	• Accurately weigh and measure ingredients for cheese making • Sample cheese to analyse pH, fat, moisture and salts • Calculate cheese yields
Get the work done	• Adjust processing parameters and problem-solve issues as they arise

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCHE5005 Produce lactic acid coagulated artisan cheese	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCHE5005 Produce lactic acid coagulated artisan cheese

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has produced at least one type of lactic acid coagulated cheese, on two different occasions, with consistent texture, colour, finish and flavour.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the main types of lactic acid coagulated cheeses
- the chemical and physical composition of bovine and non-bovine milks (including on a seasonal basis) and components important in cheese making
- the main components of milk and cheese (both curds and whey, proteins, fats, carbohydrates and minerals) and how they change through processing and ripening
- types and impact of inhibitory substances in milk
- specifications of desired cheese product at each stage of making and ripening
- milk assessment and preparation for cheese making
- ways to adjust the make process for the desired cheese depending on the milk composition
- types of starters and adjuncts used and their role in the fermentation and ripening processes
- typical bacterial, yeast and mould cultures and the flavours and textures they produce
- control points and critical control points in the manufacture and ripening of each cheese type
- moisture and drainage control in cheese making
- processes of coagulation and syneresis and their role in cheese making and ripening
- curd size and its impact on moisture and acidification
- buffer power in cheese and how it affects the cheese

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- effects of pH, temperature, humidity and time on cheese processing performance and product quality
- impact of unwanted microorganisms in cheese (lipolytic bacteria, yeasts, moulds, bacillus, listeria, Escherichia coli, salmonella, coliforms and staphylococci)
- contamination risk of inoculants and contaminants
- temperature and humidity requirements for curing and ripening
- ripening agents for lactic acid coagulated cheeses
- techniques used to monitor the cheese making process, such as inspecting, measuring and testing
- common causes of variation and corrective action required for each cheese making process
- principles of dry salting for dry salted cheeses
- organoleptic properties of lactic acid coagulated cheeses and their relationship to processes and ingredients in cheese making
- sampling and testing procedures for microbes
- sampling procedures for cheese making
- yield efficiency
- cleaning and sanitation procedures for cheese making and ripening
- workplace safety hazards and controls
- procedures for recording production and performance information
- environmental issues and controls relevant to the process, including waste recycling, collection and handling procedures
- Food Standards Code in relation to dairy processing
- state/territory, Commonwealth and industry requirements relevant to food processing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food processing workplace
- resources, equipment and materials:
  - cheese making ingredients and production process equipment
  - cheese ripening resources
  - sampling and testing equipment and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCHE5006 Produce rennet coagulated artisan cheese

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to produce a range of rennet coagulated artisan cheeses, including hard and semi-hard cheese.

This unit applies to cheesemakers who have responsibility for overseeing the production of cheese, adapting the process where required to suit the specified outcome, and complying with workplace health and safety, food safety, record keeping and quality assurance requirements for the cheese making process.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Cheese (CHE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for artisan cheese making	1.1 Identify characteristics, make parameters and production goals of type of rennet coagulated cheese to be produced 1.2 Identify hazards and manage risks associated with producing cheese of that type

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Prepare make and ripening sheet for the cheese to be made, showing reference parameters for that cheese type, and record all actual make and ripening parameters on the sheet as they occur 1.4 Prepare milk and starter culture using good hygiene practice (GHP) 1.5 Ensure all surfaces meet cleanliness and sanitisation requirements 1.6 Manage GHP and good manufacturing practice (GMP) throughout cheese making process 1.7 Record cheese production and ripening information according to workplace procedures
2. Prepare milk	2.1 Sample raw or pre-pasteurised milk and analyse composition 2.2 Confirm desired outcome of the cheese making process, based on milk composition and production goals 2.3 Standardise milk or modify make process for consistent outcome, as required
3. Inoculate milk and mix cheese ingredients in vat	3.1 Add colour to the milk to change the colour of the cheese according to cheese type 3.2 Add starter cultures and mould spores according to cheese type 3.3 Add adjunct cultures to influence the texture and flavour of the ripened cheese according to cheese type 3.4 Add enzymes to alter the flavour profile of the ripened cheese according to required cheese type 3.5 Acidify the milk with organic or inorganic acids before renneting according to required cheese type 3.6 Use acid to partly acidify the milk prior to adding culture to control the calcium phosphate level in the curd during cheese making, according to required cheese type 3.7 Add cultures and rennet to milk and hold at temperature according to required cheese type 3.8 Maintain a log of pH and temperature to monitor yield
4. Cut, stir and process the curd	4.1 Calculate total time, flocculation and hardening times for optimum acidification curve, coagulation and moisture content, according to desired cheese type and parameters 4.2 Supervise curd hardening, temperature and cutting to achieve

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	optimal yield and the required acidification curve and moisture level for the cheese 4.3 Monitor stirring, agitation, temperature and size of the curd and whey 4.4 Plan the heating schedule to ensure optimal syneresis for cheese type 4.5 Heat and stir curd and whey as required and check for uneven curd or overheating according to required outcome 4.6 Remove part of the whey and replace with water to wash lactose and lactic acid from the curd if required for specific cheese 4.7 Mat the curd under the whey to achieve required outcome if required for specific cheese 4.8 Remove all or part of the whey from the curds by draining out the vat, in line with required outcome 4.9 Prepare moulds into which curds will be hooped 4.10 Prepare curd for milling if required for specific cheese 4.11 Prepare curd for stretching if required for specific cheese 4.12 Prepare curd for hooping into chosen moulds
5. Monitor and adjust processing	5.1 Monitor processing to control moisture in cheeses 5.2 Control the rate and the amount of acid development 5.3 Control calcium phosphate levels to influence basic cheese structure 5.4 Control flavour and texture of the cheese by cutting and stirring, turning and draining and regulating pH, salt, moisture and fat 5.5 Control cheese flavour and pH levels by adding ingredients, such as milks, cultures, coagulating agents and salt 5.6 Control processing parameters to achieve optimal yield and parameters of desired cheese
6. Mould, turn, salt, press and age cheese	6.1 Hoop curd into prepared moulds at appropriate time 6.2 Turn cheeses in moulds at appropriate intervals to maximise optimal drainage and acidification 6.3 Press cheese and remove from moulds where appropriate for cheese type

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	6.4 Prepare the curd or cheese for salting if required 6.5 Apply salting treatments to ensure adverse salt profile effects are minimised in the finished product 6.6 Maintain brine bath, if used, for optimal salting and food safety outcomes, according to type of cheese being brined 6.7 Apply treatments to, and age, rennet coagulated cheeses to develop optimal flavour and texture, in line with required outcome and food safety requirements 6.8 Monitor, adjust and record ripening parameters for the cheese according to type, including turning, washing, brushing, ambient air temperature, humidity, air movement, air renewal
7. Conduct housekeeping activities	7.1 Clean equipment and work area in line with workplace procedures 7.2 Conduct routine maintenance activities 7.3 Dispose of waste in line with regulatory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret cheese make requirements from a variety of sources to consolidate information for cheese production
Writing	• Document details of make process, including weights, temperature, humidity, pH, titratable acidity, salt and organoleptic parameters
Numeracy	• Weigh and measure ingredients for cheese making • Sample cheese to analyse pH, titratable acidity, moisture and salts • Calculate cheese yields
Get the work done	• Adjust processing parameters and problem-solve issues as they arise

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCHE5006 Produce rennet coagulated artisan cheese	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCHE5006 Produce rennet coagulated artisan cheese

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has produced at least three varieties of rennet coagulated cheeses, including:

- one washed curd cheese
- one mould ripened cheese
- one milled curd cheese.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the common types of rennet coagulated cheeses
- processes for making different types of rennet coagulated cheeses
- the chemical and physical composition of bovine and non-bovine milks, including on a seasonal basis, and components important in cheese making
- the main components of milk and cheese (both curds and whey, proteins, fats, carbohydrates and minerals) and how they change through processing and ripening
- specifications of desired cheese product at each stage of making and ripening
- typical bacterial, yeast and mould cultures and the flavours and textures they produce
- moisture control in cheese making
- types and impact of inhibitory substances in milk
- microbial contaminants of cheese (lipolytic bacteria, yeasts, moulds, bacillus, listeria, Escherichia coli, salmonella, coliforms and staphylococci) and their impact on cheese quality
- milk assessment and preparation for cheese making
- how to adjust the process for the desired cheese depending on the milk's composition

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- types of starters and adjuncts used and their role in the fermentation and ripening processes
- types of adjunct cultures and their role in the flavour and texture characteristics of the ripened cheese
- using rennet as a coagulating enzyme
- processes of coagulation and syneresis and their role in rennet coagulated cheese making
- curd size and its impact on moisture and acidification
- buffer power in cheese and how it affects the cheese
- moisture and drainage control in cheese making
- white and blue mould and yeast treatments and their role in cheese making and ripening
- control points and critical control points in the manufacture and ripening of each cheese type
- the relationship between acidification and various physical manipulations of the curd, including cutting, stirring, washing, hooping, turning and pressing
- effects of pH and temperature on cheese processing performance and product quality
- principles of brine salting and maintenance of brine salting systems for brine salted cheeses
- principles of dry salting for dry salted cheeses
- sampling and testing procedures for microbes
- sampling procedures for cheese making
- contamination/food safety risks associated with the process, and related control measures
- techniques used to monitor the cheese making process, such as inspecting, measuring and testing
- common causes of variation and corrective action required for each cheese making process
- organoleptic properties of rennet coagulated cheeses and their relationship to processes and ingredients in cheese making
- yield efficiency
- cleaning and sanitation requirements for cheese making and ripening
- workplace health and safety hazards and controls
- procedures for recording production and performance information
- environmental issues and controls relevant to the process, including waste recycling, collection and handling procedures
- Food Standards Code in relation to dairy processing
- state/territory, Commonwealth and industry requirements relevant to food processing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:

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- ingredients, production process and related equipment for rennet coagulated cheese
- sampling and testing equipment and procedures
- food safety related information, including requirements for raw milk.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCHE5007 Produce acid and heat coagulated artisan cheese

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to produce acid and heat coagulated cheeses in an artisan cheese making environment.

This unit applies to cheesemakers who have responsibility for overseeing the production of cheese, adapting the process where required to suit the specified outcome, and complying with workplace health and safety, food safety, record keeping and quality assurance requirements for the cheese making process.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Cheese (CHE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for cheese making	1.1 Identify characteristics, make parameters and production goals of type of acid and heat coagulated cheese to be produced 1.2 Identify hazards and manage risks associated with producing cheese of that type 1.3 Prepare make and ripening sheet for the cheese to be made, showing reference parameters for that cheese type, and record all actual make and ripening parameters on the sheet as they occur 1.4 Prepare milk and starter culture using good hygiene practice (GHP) 1.5 Ensure all surfaces meet cleanliness and sanitisation requirements 1.6 Manage GHP and good manufacturing practice (GMP) throughout cheese making process 1.7 Record cheese production information according to workplace procedures
2. Prepare milk or milk products	2.1 Sample raw or pre-pasteurised milk and analyse composition 2.2 Confirm desired outcome of the cheese making process, based on milk composition and production goals 2.3 Standardise milk or modify make process for consistent outcome, as required
3. Promote coagulation of curds and whey	3.1 Heat the milk to temperature required for specific cheese type 3.2 Acidify the hot liquid to coagulate whey proteins according to cheese type 3.3 Hold the curd in the curd and whey mixture after coagulation 3.4 Control the texture of the cheese by regulating pH and protein 3.5 Maintain a log of pH and temperature to monitor yield 3.6 Control cheese flavour through choice of ingredients, such as whey, milk, cream, acidulant and salt according to cheese type
4. Monitor and adjust cheese processing	4.1 Drain whey from curd to achieve desired texture 4.2 Apply salting treatments for required outcome and ensure adverse salt profile effects are minimised in the finished product 4.3 Cool and dry cheeses before packing 4.4 Maintain GHP during cooling to minimise contamination with microbial contaminants

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Conduct housekeeping activities	5.1 Clean equipment and work area in line with workplace procedures 5.2 Conduct routine maintenance activities 5.3 Dispose of waste in line with regulatory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret cheese make requirements from a variety of sources to consolidate information for cheese production
Writing	• Document details of make process, including weights, temperature, humidity, pH, titratable acidity, salt and organoleptic parameters
Numeracy	• Weigh and measure ingredients for cheese making • Test cheese to analyse pH, titratable acidity, moisture and salts • Accurately weigh and measure ingredients for cheese making
Get the work done	• Adjust processing parameters and problem-solve issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCHE5007 Produce acid and heat coagulated artisan cheese	Not applicable	New unit	No equivalent unit

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Links

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Assessment Requirements for FBPCHE5007 Produce acid and heat coagulated artisan cheese

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has produced at least one type of acid and heat coagulated cheese, on two different occasions, with consistent texture, colour, finish and flavour.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the main types of acid and heat coagulated cheeses
- the chemical and physical composition of bovine and non-bovine milks, including on a seasonal basis, and components important in cheese making
- the main components of milk and cheese (both curds and whey, proteins, fats, carbohydrates and minerals) and how they change through processing and ripening
- specifications of desired cheese product at each stage of making and ripening
- types of acid used for coagulation
- effects of pH and temperature on cheese processing performance and product quality
- microbial contaminants of cheese (lipolytic bacteria, yeasts, moulds, bacillus, listeria, Escherichia coli, salmonella, coliforms and staphylococci) and their impact on cheese quality
- sampling and testing procedures for microbes
- contamination risk of inoculants and contaminants
- yeasts and moulds and other microorganisms of significance in cheese making
- contamination and food safety risks associated with the process, and related control measures
- techniques used to monitor the cheese making process, such as inspecting, measuring and testing, as required by the process

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- common causes of variation and corrective action required for each cheese making process
- organoleptic properties and their relationship to processes and ingredients in producing acid and heat coagulated cheese
- cleaning and sanitation procedures for cheese making
- work health and safety hazards and controls
- procedures for recording production and performance information
- environmental issues and controls relevant to the process, including waste collection and handling procedures related to the process
- Food Standards Code in relation to dairy processing
- state/territory, Commonwealth and industry requirements relevant to food processing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - ingredients, production process and related equipment for acid and heat coagulated cheese
  - sampling and testing equipment and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCHE5008 Ripen artisan cheese

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to ripen different types of artisan cheeses. The process is also referred to as cheese maturation or affinage.

This unit applies to cheesemakers who have responsibility for overseeing the ripening of cheese, adapting the process where required to suit the specified outcome, and complying with workplace health and safety, food safety, record keeping and quality assurance requirements for the cheese making and ripening process.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Cheese (CHE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for cheese ripening	1.1 Identify cheese type to be ripened 1.2 Identify properties sought through ripening process 1.3 Identify conditions for ripening, including temperature, humidity,

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	aeration conditions, time 1.4 Identify make parameters and processes for the cheese and prepare ripening sheet, showing reference parameters for that cheese type 1.5 Record all actual ripening parameters and processes on the ripening sheet, as they occur, in line with regulatory requirements 1.6 Prepare cheese for ripening, including wrapping as required
2. Monitor ripening	2.1 Check conditions for ripening, including racks to be used, humidity, temperature and aeration 2.2 Place cheese for ripening 2.3 Inspect cheese through ripening process 2.4 Take samples and test for appearance, pH, salt, texture, consistency, colour 2.5 Carry out treatments required of specific maturation process 2.6 Turn and rotate cheese to ensure ripening is even 2.7 Identify optimal ripening stage and ongoing care requirements for the cheese and communicate these to cheese buyers and sellers
3. Problem-solve issues with ripening	3.1 Identify defects in cheese through the maturation process 3.2 Make adjustments to conditions to correct defects wherever possible 3.3 Maintain records of cheese maturation in accordance with workplace procedures 3.4 Record any wastage that occurs throughout maturation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret maturation requirements from a variety of sources to consolidate information for cheese production

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Skill	Description
Writing	• Document details of maturation, including weights, temperature, humidity, pH, salt and organoleptic parameters
Navigate the world of work	• Problem-solve issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCHE5008 Ripen artisan cheese	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCHE5008 Ripen artisan cheese

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has set up conditions and processes to ripen at least one soft cheese and one hard cheese.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- ripening processes, including interior ripening and surface ripening
- the effect that temperature and humidity have on the maturation process and product quality
- surface treatments carried out during maturation, such as washed rind, dry scraped
- various wraps used for ripening
- set-up and composition of shelving for maturation of cheese
- organoleptic properties of different cheeses throughout the maturation process, for quality products and for the identification of defects
- typical tests carried out during ripening, including sensory
- typical testing equipment, including pH meter
- ripening agents
- typical ripening times and environments for different types of cheese
- the requirement to turn cheese during maturation
- microbial contaminants of cheese (lipolytic bacteria, yeasts, moulds, bacillus, listeria, Escherichia coli, salmonella, coliforms and staphylococci) and their impact on cheese quality
- contamination risk of inoculants and contaminants
- yeasts and moulds and other microorganisms of significance in cheese maturation
- cross-contamination risks when working with blue and washed rind mould cheeses
- record keeping requirements of cheese maturation

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- Food Standards Code in relation to dairy processing
- state/territory, Commonwealth and industry requirements relevant to food processing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food processing workplace
- resources, equipment and materials:
  - cheese to be ripened
  - suitable environment for ripening cheese.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCHE5009 Carry out sampling and interpret tests for cheese production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to carry out sampling and basic testing, and interpreting the results for artisan cheese production.

This unit applies to individuals employed as production managers who take responsibility for their own work and for the quality of the work of others in an artisan cheese enterprise. They develop and implement procedures, prepare ingredients and maintain product safety and quality throughout production.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- MSL973013 Perform basic tests.

Unit Sector

Cheese (CHE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement sampling procedures in cheese	1.1 Determine and document sampling points for physical, chemical and microbial properties

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
making	1.2 Determine an appropriate sampling size 1.3 Select and sterilise sampling equipment 1.4 Document and implement the sampling plan
2. Monitor chemistry in cheese making	2.1 Develop, implement and record an acidity profile for each stage in the production process 2.2 Carry out tests at stages for indicators, including pH, moisture levels and fat levels, according to workplace procedures 2.3 Carry out tests post-production for indicators, including moisture, pH, water activity (Aw), and observe fat and salt levels 2.4 Analyse whey content for fat and other solids to gauge efficiency of acidification, curd cutting and yield potential 2.5 Establish and review safe work procedures for processes requiring handling of chemicals and microbes, and involving chemical and microbial reactions in cheese making
3. Monitor microbiological changes through the cheese making process	3.1 Prepare samples for testing according to workplace procedures 3.2 Make observations and record data for yeasts and moulds 3.3 Carry out sampling and testing for inhibitory substances in milk
4. Carry out testing and interpret results to make adjustments to cheese making processes	4.1 Use tactile and visual senses to detect physical and chemical changes during milk receival and cheese making 4.2 Evaluate organoleptic properties of final cheese product using sensory testing 4.3 Record and interpret test results for information on composition, properties and reactions 4.4 Document recommended specifications for physical, chemical and microbial properties 4.5 Evaluate yield efficiency by comparing to established process control parameters 4.6 Reference specifications against test data 4.7 Implement changes to cheese making process based on test results

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read and interpret technical information to determine food properties and reactions
Numeracy	• Interpret test results for yeasts and moulds, coliforms and staphylococci
Get the work done	• Use the main features and functions of digital tools to complete computational analysis and recording of results

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCHE5009 Carry out sampling and interpret tests for cheese production	FBPCHE5001 Carry out sampling and interpret tests for cheese production	Minor changes made to unit Performance criteria clarified to suit artisan industry requirements Minor changes to knowledge evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCHE5009 Carry out sampling and interpret tests for cheese production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has carried out sampling and interpreting tests for cheese production, including:

- interpreting and applying three different sampling plans and procedures, including:
  - in relation to the process chart for a cheese product
  - hard cheeses using a cheese trier or sample shaft
  - liquid cheese homogenate for microbiological analysis
- measuring and altering pH
- interpreting test results for yeasts and moulds, coliforms and staphylococci
- determining and applying methods for the control of growth of microorganisms
- identifying and reviewing safety hazards and control methods required when handling microbes and chemicals and working with processes that involve microbial and chemical reactions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- use of technical terms used to communicate information on properties of food and materials commonly used in the food industry
- physical characteristics or phenomena that occur through cheese processing:
  - chemistry, including pH and titratable acidity
  - microbiological development and counts
  - handle and feel of the product
  - total solids (or moisture)
  - heat and temperature
  - timeframes for processes

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  - taste, smell and appearance of the final cheese product
- processes for the making of different types of cheese
- the processing stages designed to affect the structure of these compounds (e.g. the use of fermentation to coagulate the casein micelles for acid-coagulated cheeses, compared to the use of rennet for rennet-coagulated cheeses)
- common chemical reactions that occur, factors required to cause a reaction, and the effect of reactions for cheese making, including both spontaneous and controlled reactions, such as:
  - oxidation
  - enzymic
  - acid-based reactions
  - other reactions relevant to a given cheese type and production process
- physical changes that occur to ingredients and product through cheese making and ripening
- reactions and properties of carbohydrates, proteins and fats through the cheese making process
- behaviour of each type of matter and its relationship to the production process
- changes in acidity through the cheese making process and its influence on spoilage, moisture and mineral content, texture and flavour
- instruments used for measuring and how each is calibrated (and calibration schedules)
- temperature control and its impact throughout a cheese making process
- acidity profile (either pH or titratable acidity) ranges for the different types of cheeses
- the significance of fermentation for the control of spoilage and pathogens in cheese, and its influence on moisture levels, mineral content, texture and flavour
- the basic molecular structures of carbohydrates, proteins and fats and minerals
- the role of enzymes in generating biological reactions (e.g. the use of rennet as a coagulating agent)
- coagulation time and setting time for rennet
- factors that influence syneresis, proteolysis and lipolysis and their importance in cheese making
- types of microbial cells and their components and function
- the main types of microorganisms and their activity in cheese making, both those that enhance the process and those that impact negatively on cheese characteristics
- types of pathogenic bacteria that can be present in milk and cheese products
- sampling requirements for cheese making
- pH, moisture and salt gradients in brine salted cheese (need for homogeneity in sampling)
- buffering in milk and the role of casein and phosphate levels
- basic molecular structures of carbohydrates, proteins and fats
- disinfection and sterilisation as applied to practical aspects of microbiological diversity and growth
- microorganisms of significance in the production and spoilage of cheese
- raw milk quality tests

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- testing methods and interpretation of results for salmonella, staphylococcus, listeria and E. coli in both pasteurised and raw milk cheese
- interpreting measurements at stages in a cheese making process, covering:
  - salt to moisture ratio (S/M)
  - moisture in the non-fat substance (MNFS)
  - fat in the dry matter (FDM)
- biological, chemical and physical methods available for controlling microbial growth
- health and safety hazards and control methods, and food safety standards relevant to the workplace
- sources of technical information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - production process and related equipment for cheese production
  - sampling and testing equipment
  - a range of cheeses at different stages of production for sampling
  - test results for a range of different cheeses or different stages of production
- specifications:
  - manufacturer advice and product specifications.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCON2010 Operate an enrobing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a confectionery enrobing process.

This unit applies to individuals who work under general supervision and in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of an enrobing process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Confectionery (CON)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm chocolate or compound is available for enrobing, along with conditioned centres/bars as required to meet specifications 1.2 Identify and confirm cleaning and maintenance requirements and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	status according to health and safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the enrobing equipment and process for operation	2.1 Fit and adjust machine components and related attachments to meet operating requirements 2.2 Enter processing parameters as required to meet safety and production requirements 2.3 Check and adjust equipment performance according to batch requirements and operating parameters 2.4 Carry out pre-start checks according to operating requirements
3. Operate and monitor equipment	3.1 Start and operate equipment according to operating instructions and safety procedures 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, adjust and report out-of-specification equipment, product and process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the enrobing process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating requirements 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures • Interpret production requirements

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Skill	Description
Writing	• Accurately enter operational data into production equipment • Record processing information using electronic, digital and/or paper-based formats
Numeracy	• Read and interpret equipment gauges and scales • Apply basic calculations to quantities in recipes to meet production quantities • Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCON2010 Operate an enrobing process	FBPOPR2035 Operate an enrobing process	Unit sector code updated to better match work task Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCON2010 Operate an enrobing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated an enrobing process to produce at least one batch of enrobed confectionery to meet specifications, including:

- following safe work procedures
- applying food safety procedures to work practices
- monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - supply of chocolate or compound to the enrobing reservoir
  - temperatures of chocolate or compound and pipelines
  - compound supply pump speed
  - curtain flow
  - blower and vibrator settings
  - chocolate or compound coverage
  - backing off and tailing
  - product weight
  - appearance
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the enrobing process, including the effect of chocolate or compound viscosity on enrobing, and types of chocolate suitable/used for coverage and backing off
- basic operating principles of equipment used for the enrobing process, including:

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  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required for the enrobing process, and action to take if services are not available
- the flow of the enrobing process and the effect of outputs on downstream processes
- conditioning requirements for centres/bars/biscuits and chocolate or compound, including understanding of temper test procedures
- quality characteristics of centres/bars/biscuits and chocolate for use in the enrobing process, and the effect of variation on process performance and outputs
- quality characteristics to be achieved by the enrobing process
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- methods used to monitor the enrobing process, including inspecting, measuring and testing
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the enrobing process, and related control measures
- common causes of variation for the operation of the enrobing process, and corrective action required
- health and safety hazards and controls relevant to the operation of the enrobing process
- requirements of different shutdowns as appropriate to the enrobing process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the enrobing process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the enrobing process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitising procedures required for enrobing equipment
- procedures to record traceability of product and ingredients.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions

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- resources, equipment and materials:
  - personal protective clothing and equipment
  - enrober, cooling equipment and related services
  - materials to be processed, including chocolate or compound and conditioned centres to be enrobed
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety and quality requirements
  - information on equipment capacity and operating parameters
  - recipe/batch specifications, control points and processing parameters
  - recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCON2011 Operate a chocolate tempering process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a chocolate tempering process.

This unit applies to individuals who work under general supervision and in a food processing environment. It typically applies to the worker responsible for applying basic operating principles to the operation and monitoring of a chocolate tempering process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Confectionery (CON)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm chocolate is available to meet tempering requirements 1.2 Identify and confirm equipment has been cleaned according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	work health and safety and food safety requirements 1.3 Identify safety requirements and wear appropriate personal protective clothing and equipment, ensuring correct fit
2. Prepare the tempering equipment and process for operation	2.1 Fit machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Carry out pre-start checks according to workplace requirements
3. Operate and monitor equipment	3.1 Start and operate the tempering process according to standard operating procedures 3.2 Monitor tempering equipment to ensure optimal operations 3.3 Conduct and interpret temper tests and make required adjustments to ensure that specifications are met 3.4 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Follow and apply workplace housekeeping and waste disposal procedures
4. Shut down the tempering process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to safe work procedures 4.3 Identify and report maintenance requirements according to workplace requirements 4.4 Maintain workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret tempering requirements

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Skill	Description
Writing	• Complete processing records using electronic, digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators and data, including time/temperature and pump speed • Read gauges and scales • Monitor supply and flow of materials to and from the process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCON2011 Operate a chocolate tempering process	FBPOPR2052 Operate a chocolate tempering process	Unit sector code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCON2011 Operate a chocolate tempering process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a chocolate tempering process to process at least one batch of chocolate to meet specifications, including:

- monitoring control points and conducting inspections to confirm process remains within specification, including:
  - setting pump speeds
  - checking temperature/zone settings
  - checking chocolate temperatures
- taking corrective action in response to out-of-specification results
- following safe work procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the tempering process, including:
  - basic understanding of the crystallisation behaviour of cocoa fat
  - relationship between crystal forms and melting points/temperatures
  - process stages, including heating, cooling, agitating and reheating, and effect of each of these on outcomes
- basic operating principles of equipment for the tempering process, including:
  - main equipment components
  - temperature zones
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation

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- services required for the chocolate tempering process, and action to take if services are not available
- the flow of the tempering process, and the effect of outputs on downstream processes
- quality characteristics required of chocolate for tempering, and the effect of variation on tempering process performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- methods used to monitor the tempering process, including temper test procedures and the significance of results for tempering process adjustments
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the tempering process, and related control measures
- common causes of variation related to the chocolate tempering process, and corrective action required
- health and safety hazards and controls related to the chocolate tempering process
- requirements of different shutdowns as appropriate to the tempering process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities relevant to the chocolate tempering process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the tempering process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for chocolate tempering equipment
- procedures to record traceability of product and ingredients.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - tempering equipment and related services
  - chocolate to be tempered
  - temper meter

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    - cleaning materials and equipment
- specifications:
    - work procedures, including advice on safe work practices, food safety, and quality requirements
    - information on equipment capacity and operating parameters
    - recipe/batch specifications, control points and processing parameters
    - documentation and recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCON3001 Operate a complex chocolate depositing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a depositing process that deposits chocolate parts, such as wafers, fillings and chocolate, into moulds.

This unit applies to individuals who are responsible for the operation and monitoring of chocolate depositing equipment in a confectionery production environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Confectionery (CON)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the depositing equipment and process for operation	1.1 Confirm materials are available according to product specification 1.2 Identify safety requirements and wear appropriate personal protective equipment, ensuring correct fit

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify food safety requirements for the task and product 1.4 Condition equipment and ingredients according to recipe 1.5 Identify and confirm cleaning and maintenance requirements 1.6 Fit and adjust machine components and related attachments according to equipment operating instructions 1.7 Enter processing or operating parameters according to recipe and equipment operating instructions 1.8 Carry out pre-start checks according to operating procedures
2. Operate and monitor the depositing process	2.1 Start and operate the process safely according to operating instructions and safety procedures 2.2 Deposit chocolate to achieve required mould coverage 2.3 Deposit, place or apply back-off to extra parts of product into mould to meet requirements of end product 2.4 Monitor equipment to identify variation in operating conditions 2.5 Adjust equipment operations to meet product specification 2.6 Take samples and confirm that product is appropriately assembled and formed to specification 2.7 Identify, rectify or report out-of-specification product or process outcomes according to workplace procedures 2.8 Maintain the work area according to workplace procedures 2.9 Maintain workplace records according to workplace procedures
3. Shut down the depositing process	3.1 Identify the appropriate shutdown procedure according to operating instructions 3.2 Shut down the process safely according to shutdown procedures 3.3 Identify and report maintenance requirements according to workplace procedures 3.4 Clean equipment and dispose of waste in line with environmental requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information in recipes, equipment operational instructions and workplace procedures
Writing	• Accurately enter operational data into production equipment • Complete processing records using electronic, digital and/or paper-based formats
Numeracy	• Read and interpret equipment gauges and scales • Apply basic calculations to quantities in recipes for production volume and equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCON3001 Operate a complex chocolate depositing process	FBPCON2004 Operate a chocolate depositing or moulding process	Unit code and title updated to better match complexity of task Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCON3001 Operate a complex chocolate depositing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a complex chocolate depositing process to produce one batch of confectionery products, each made up of more than one part, to specification, including:

- applying food safety procedures to work practices
- following safe work procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the chocolate depositing process, including ingredients and components used, handling and conditioning requirements, and process stages
- basic operating principles of equipment, including main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available
- the flow of the chocolate depositing process and the effect of outputs on downstream processes
- quality characteristics and types of chocolate used for depositing
- quality requirements of centres, wafers and other additions, as appropriate to product, and the effect of variation on process outputs
- quality characteristics to be achieved by the deposited product
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems

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- methods used to monitor the chocolate depositing process, including inspecting, measuring and testing as required by the process
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the chocolate depositing process, and related control measures
- common causes of variation, and corrective action required
- work health and safety hazards and controls relevant to process (or complex chocolate depositing process)
- requirements of different shutdowns as appropriate to the chocolate depositing process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the chocolate depositing process, including waste and rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for chocolate depositing and moulding equipment
- procedures to record traceability of product and ingredients.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - process and related equipment and services
  - ingredients used in the preparation of chocolate depositing or moulding product as required
  - sampling schedules and test procedures and equipment
  - cleaning materials, equipment and procedures
- specifications:
  - work procedures, including advice on safe work practices, food safety and quality requirements
  - information on equipment capacity and operating parameters
  - recipe/batch specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPCON3002 Operate and monitor a boiled confectionery process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor, adjust and shut down a high boil and low boil confectionery process.

This unit applies to individuals who work as production workers and are responsible for the operation and monitoring of confectionery boiling equipment in a confectionery production environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Confectionery (CON)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the high and low boil equipment and	1.1 Confirm materials are available according to specification 1.2 Identify safety requirements and wear appropriate personal

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
process for operation	protective equipment, ensuring correct fit 1.3 Identify food safety requirements for the task and product 1.4 Select and combine ingredients for syrup in the sequence specified by batch or recipe instructions 1.5 Identify and confirm cleaning and maintenance requirements and status of high and low boil process equipment 1.6 Enter processing and operating parameters according to equipment operating instructions 1.7 Check and adjust equipment performance according to batch requirements and operating parameters 1.8 Carry out pre-start checks according to operating procedures
2. Operate and monitor the high and low boil process	2.1 Deliver ingredients and additives in the required quantities and sequence to meet recipe specifications 2.2 Start and operate the process safely according to operating instructions and safety procedures 2.3 Monitor equipment to identify variations in operating conditions 2.4 Adjust operations to meet product specification 2.5 Heat, cook and cool product according to specification 2.6 Take samples and test product to ensure it meets specifications 2.7 Identify, rectify or report out-of-specification product or process outcomes according to workplace procedures 2.8 Maintain the work area according to workplace procedures 2.9 Maintain workplace records according to workplace procedures
3. Shut down the high and low boil process	3.1 Identify the appropriate shutdown procedure according to operating instructions 3.2 Shut down the process safely according to shutdown procedures 3.3 Identify and report maintenance requirements according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information in recipes, equipment operational instructions and workplace procedures
Writing	• Accurately enter operational data into production equipment • Complete processing records using electronic, digital and/or paper-based formats
Numeracy	• Read and interpret equipment gauges and scales • Scale recipes up and down

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCON3002 Operate and monitor a boiled confectionery process	FBPCON2002 Operate a boiled confectionery process	Unit code and title updated to better match complexity of task Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPCON3002 Operate and monitor a boiled confectionery process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated at least one high and/or low boiled confectionery process to produce a batch of confectionery to meet specifications, including:

- applying food safety procedures to work practices
- following safe work procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the high and low boil process relating to the range of products to be produced, including:
  - ingredients used and their purpose
  - syrup making (super saturated solutions)
  - relationship between temperature and moisture content
  - the effect of vacuum on processing
  - reactions including crystallisation
  - process stages
- basic operating principles of equipment, including main equipment components, status and purpose of guards, the effect of vacuum on the cooking process and further processing, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- services required, and action to take if services are not available
- the flow of the high and low boil process, and the effect of outputs on downstream processes

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- quality requirements of materials used in low and high boil manufacture, and effect of variation on process performance and outputs
- quality characteristics required of process outputs
- good manufacturing practices (GMP) relevant to work task
- methods used to further process high and low boils, including basic forming or extruding and stamping, cooling, pulling and aerating as required by product range
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- methods used to monitor the high and low boil process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination and food safety risks associated with the high and low boil process, and related control measures
- health and safety hazards and controls relevant to boiled confectionery process
- requirements of different shutdowns as appropriate to the high and low boil process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- product and process changeover procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the high and low boil process, including waste and rework collection and handling procedures related to the process
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - mixing equipment, cookers and coolers
  - ingredients used in the preparation of high and low boil product
  - sampling schedules and test procedures and equipment
  - cleaning materials, equipment and procedures
- specifications:

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- work procedures, including advice on safe work practices, food safety, quality and environmental requirements
- information on equipment capacity and operating parameters
- recipe/batch specifications, control points and processing parameters
- documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPCON3003 Operate and monitor a chocolate conching process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor, adjust and shut down a conching process to blend and process ingredients for making chocolate.

This unit applies to individuals who work as production workers and are responsible for the operation and monitoring of chocolate conching process equipment in a confectionery production environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Confectionery (CON)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the conching equipment and process for operation	1.1 Confirm refined mass is available for product specification 1.2 Identify and confirm cleaning and maintenance requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to workplace requirements 1.3 Identify safety requirements and wear appropriate personal protective equipment, ensuring correct fit 1.4 Identify food safety requirements for the task and product 1.5 Fit and adjust machine components and related attachments 1.6 Enter processing or operating parameters according to equipment operating instructions 1.7 Check and adjust equipment performance according to operating parameters 1.8 Carry out pre-start checks according to operating procedures
2. Operate and monitor equipment	2.1 Start and operate the conching process safely according to operating instructions and safety procedures 2.2 Monitor equipment to identify variation in operating conditions 2.3 Make final additions according to the recipe 2.4 Adjust equipment operations to meet product specification 2.5 Take samples and confirm that ingredients are blended and emulsified and specifications are met at each stage according to recipe 2.6 Identify, adjust or report out-of-specification product or process outcomes according to workplace procedures 2.7 Maintain the work area according to workplace procedures 2.8 Maintain workplace records according to workplace procedures
3. Shut down the conching process	3.1 Identify the appropriate shutdown procedure according to operating instructions 3.2 Shut down the process safely according to shutdown procedures 3.3 Identify and report maintenance requirements according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret information in recipes, equipment operational instructions and workplace procedures
Writing	• Accurately enter operational data into production equipment • Complete processing records using electronic, digital and/or paper-based formats
Numeracy	• Read and interpret equipment gauges and scales • Apply basic calculations to quantities in recipes for production volume and equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCON3003 Operate and monitor a chocolate conching process	FBPCON2003 Operate a chocolate conching process	Unit code and title updated to better match complexity of task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPCON3003 Operate and monitor a chocolate conching process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a conching process to prepare at least one batch of chocolate to meet product specifications, including:

- applying food safety procedures to work practices
- following safe work procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of conching chocolate, including:
  - processing stages in chocolate making and the role of conching
  - ingredients used in chocolate and those added during conching, including ingredients in different types of chocolate as appropriate to production requirements, and an understanding of the quality requirements and role of each main ingredient
  - changes that occur in ingredients during conching
  - significance of viscosity and methods of adjustment
- basic operating principles of equipment, including main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available
- the flow of the conching process and the effect of outputs on downstream processes
- quality requirements of mass and ingredients used, and effect of variation on process performance and outputs
- quality characteristics required of the conching stage

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- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the conching process, including an understanding of particle size and other inspections and tests as required
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks and related control measures
- health and safety hazards and controls relevant to conching process
- requirements of different shutdowns as appropriate to the conching process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- product and process changeover procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the conching process, including waste and rework collection and handling procedures related to the process
- basic operating principles of process control where relevant, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for chocolate conching equipment
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - conching equipment
  - ingredients used in the preparation of chocolate products
  - sampling schedules and test procedures and equipment
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - recipe/batch specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

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FBPCON3004 Operate and monitor a confectionery depositing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor, adjust and shut down a depositing process to deposit confectionery syrup into solid or flexible moulds. This is sometimes known as starchless moulding.

This unit applies to individuals who work as production workers and are responsible for the operation and monitoring of confectionery depositing equipment in a confectionery production environment.

This unit does not apply to depositing chocolate. The skills and knowledge required for depositing chocolate are covered in FBPOPR2097 Operate a depositing process.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Confectionery (CON)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the depositing equipment and process for operation	1.1 Confirm materials are available for product specification 1.2 Identify and confirm cleaning and maintenance requirements 1.3 Identify safety requirements and wear appropriate personal protective equipment, ensuring correct fit 1.4 Identify food safety requirements for the task and product 1.5 Fit and adjust machine components and related attachments according to equipment operating instructions 1.6 Enter processing or operating parameters according to equipment operating instructions and confectionery specifications 1.7 Check and adjust equipment performance according to operating parameters 1.8 Carry out pre-start checks according to operating procedures 1.9 Transfer syrup to depositing equipment according to operating procedures
2. Operate and monitor equipment	2.1 Start and operate the depositing process safely according to operating instructions and safety procedures 2.2 Monitor equipment to identify any blockages or any variation in operating conditions 2.3 Adjust equipment operations to meet product specification 2.4 Take samples and test product to confirm that specifications are met at each stage 2.5 Identify, adjust or report out-of-specification product or process outcomes according to workplace procedures 2.6 Maintain the work area according to workplace procedures 2.7 Maintain workplace records according to workplace procedures
3. Shut down the depositing process	3.1 Identify the appropriate shutdown procedure according to operating instructions 3.2 Shut down the process safely according to shutdown procedures 3.3 Identify and report maintenance requirements according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information in recipes, equipment operational instructions and workplace procedures
Writing	• Accurately enter operational data into production equipment • Complete processing records using electronic, digital and/or paper-based formats
Numeracy	• Read and interpret equipment gauges and scales, including sugar content of syrup as percentage by mass (degrees Brix, °Bx) • Apply basic calculations to quantities in recipes for production volume and equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCON3004 Operate and monitor a confectionery depositing process	FBPCON2005 Operate a confectionery depositing process	Unit code and title updated to better match complexity of task Minor changes to Performance Criteria Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPCON3004 Operate and monitor a confectionery depositing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a confectionery depositing process to produce at least one batch of moulded confectionery to meet product specifications, including:

- applying food safety procedures to work practices
- following safe work procedures
- taking corrective action in response to typical faults and inconsistencies, including clearing blocked nozzles.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the depositing process, including product preparation and conditioning requirements and product depositing
- basic operating principles of equipment, including main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- services required, and action to take if services are not available
- the flow of the depositing process and the effect of outputs on downstream processes
- quality requirements of materials for depositing, and effect of variation on depositing process performance and outputs, including weight and measurement of individual items
- quality characteristics required of process outputs
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems, such as sticky syrup and blocked nozzles

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- methods used to monitor the depositing process, including inspecting, measuring and testing as required by the process
- typical tests used to monitor product, including viscosity of syrup, size, weight, appearance
- equipment used to measure product, including temperature readers and refractometer
- inspection or test points (control points) in the process and the related procedures and recording requirements
- good manufacturing practices (GMP) relevant to work task
- contamination and food safety risks associated with the depositing process, and related control measures
- health and safety hazards and controls relevant to confectionery depositing process
- requirements of different shutdowns as appropriate to the depositing process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the depositing process, including waste and rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for confectionery depositing equipment
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - depositing equipment
  - sampling schedules and test procedures and equipment
  - cleaning materials, equipment and procedures
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - recipe/batch specifications, control points and processing parameters
  - confectionery depositing process and related equipment and services
  - documentation and recording requirements and procedures.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPCON3005 Operate and monitor a granulation and compression process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a granulation and compression process.

This unit applies to individuals who work as production workers and are responsible for the operation and monitoring of granulation and compression equipment in a confectionery production environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Confectionery (CON)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the equipment for ingredient addition	1.1 Confirm materials are available for product specification 1.2 Deliver ingredients and additives in the required quantities and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	sequence
2. Prepare the granulation equipment and process for operation	2.1 Identify and confirm cleaning and maintenance requirements 2.2 Identify safety requirements and wear appropriate personal protective equipment, ensuring correct fit 2.3 Identify food safety requirements for the task and product 2.4 Set the granulation process to production specifications according to equipment operating instructions 2.5 Check and adjust granulation equipment performance according to operating parameters 2.6 Carry out pre-start checks according to operating procedures
3. Prepare the compression process for operation	3.1 Set the compression process to production specifications 3.2 Check and adjust compression equipment performance according to operating parameters 3.3 Carry out pre-start checks according to operating procedures
4. Operate and monitor equipment	4.1 Start and operate the process safely according to operating instructions and safety procedures 4.2 Combine ingredients in specified sequence according to recipe and procedures 4.3 Take samples to confirm granules produced are of the required particle size, according to product specifications 4.4 Ensure product is compressed to meet product specification 4.5 Monitor equipment to identify variation in operating conditions 4.6 Adjust equipment operations to meet product specification 4.7 Identify, rectify or report out-of-specification product or process outcomes according to workplace procedures 4.8 Maintain the work area according to workplace procedures 4.9 Maintain workplace records according to workplace procedures
5. Shut down the compression process	5.1 Identify the appropriate shutdown procedure according to operating instructions 5.2 Shut down the process safely according to shutdown procedures 5.3 Identify and report maintenance requirements according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information in recipes, equipment operational instructions and workplace procedures
Writing	• Accurately enter operational data into production equipment • Complete processing records using digital and/or paper-based formats
Numeracy	• Read and interpret equipment gauges and scales • Apply basic calculations to quantities in recipes for production volume and equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCON3005 Operate and monitor a granulation and compression process	FBPCON2006 Operate a granulation and compression process	Unit code and title updated to better match complexity of task Minor changes to Performance Criteria for clarity Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPCON3005 Operate and monitor a granulation and compression process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a granulation and compression process to produce at least one batch of confectionery to meet product specifications, including:

- applying food safety procedures to work practices
- following safe work procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the granulation and compression process
- basic operating principles of equipment, including main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available
- the flow of the granulation and compression process, and the effect of outputs on downstream processes
- quality requirements of ingredients for granulating, and effect of variation on the granulation process
- quality requirements of granulated mass, including density and the relationship to weight and breakages
- operating requirements of both granulation and compression, related parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems

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- methods used to monitor the granulation and compression process, including inspecting, measuring and testing as required by the process
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks associated with the granulation and compression process, and related control measures
- health and safety hazards and controls relevant to granulation and compression process
- requirements of different shutdowns as appropriate to the granulation and compression process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the granulation and compression process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for the granulation and compression process
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - granulation and compression equipment
  - ingredients used in the preparation of granulation and compression confectionery products as required
  - sampling and testing procedures and equipment
  - cleaning materials, equipment and procedures
- specifications:
  - granulation and compression work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on granulation and compression equipment capacity and operating parameters
  - recipe/batch specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPCON3006 Operate and monitor a panning process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor, adjust and shut down a panning process to coat tablets and/or centres with a hard or soft coating that is sometimes polished.

This unit applies to individuals who work as production workers and are responsible for the operation and monitoring of panning equipment in a confectionery production environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Confectionery (CON)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the panning equipment and process for operation	1.1 Confirm materials are available for product specification 1.2 Identify safety requirements and wear appropriate personal protective equipment and clothing, ensuring correct fit

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify food safety requirements for the task and product 1.4 Select and prepare centres and coating according to batch or recipe instructions 1.5 Identify and confirm cleaning and maintenance requirements 1.6 Prepare the panning process to meet safety and production requirements 1.7 Check and adjust equipment performance according to operating parameters 1.8 Carry out pre-start checks according to operating procedures
2. Operate and monitor the panning process	2.1 Start and operate the panning process safely according to operating instructions and safety procedures 2.2 Monitor equipment to identify variation in operating conditions 2.3 Adjust equipment operations to ensure product meets specification 2.4 Take samples and confirm that specifications for coating and conditioning are met at each stage 2.5 Identify, adjust or report out-of-specification product or process outcomes according to workplace procedures 2.6 Maintain the work area according to workplace procedures 2.7 Maintain workplace records according to workplace procedures
3. Shut down the panning process	3.1 Identify the appropriate shutdown procedure according to operating instructions 3.2 Shut down the process safely according to shutdown procedures 3.3 Identify and report maintenance requirements according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret information in recipes, equipment operational instructions and workplace procedures
Writing	• Accurately enter operational data into production equipment • Complete processing records using electronic, digital and/or paper-based formats
Numeracy	• Read and interpret equipment gauges and scales • Apply basic calculations to quantities in recipes for production volume and equipment • Measure parameters for coating

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCON3006 Operate and monitor a panning process	FBPCON2007 Operate a panning process	Unit code and title updated to better match complexity of task Minor changes to Performance Criteria for clarity Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPCON3006 Operate and monitor a panning process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a panning process to produce a batch of hard or soft coated confectionery, to meet product specifications, including:

- applying food safety procedures to work practices
- following safe work procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of the panning process, including centre preparation and conditioning procedures and requirements, coating preparation and the stages in the panning process
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required, including heat and air, and action to take if services are not available
- the flow of the panning process and the effect of outputs on downstream processes
- coatings typically used for panning, including glucose, starch and chocolate
- conditioning requirements for centres and coatings
- quality characteristics of centres and coatings for use in the panning process, and the effect of variation on panning process performance and outputs
- quality characteristics to be achieved by the process

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- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the panning process, including inspecting, measuring and testing as required by the process
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the process and the related procedures and recording requirements
- food safety/contamination risks associated with the process, and related control measures
- common causes of variation, and corrective action required
- health and safety hazards and controls relevant to panning process
- requirements of different shutdowns as appropriate to the panning process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the panning process, including waste and rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures relevant to the panning process
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - panning equipment
  - ingredients used in the panning process
  - sampling schedules and test procedures and equipment
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on panning equipment capacity and operating parameters
  - recipe/batch specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

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FBPCON3007 Operate and monitor a chocolate refining process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor, adjust and shut down a chocolate mixing and refining process to produce 'flake', which will be conched.

This unit applies to individuals who work as production workers and are responsible for the operation and monitoring of mixing and refining equipment used in the manufacture of chocolate.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Confectionery (CON)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to mix ingredients	1.1 Confirm materials are available for product specification 1.2 Identify safety requirements and wear appropriate personal

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	protective equipment, ensuring correct fit 1.3 Identify food safety requirements for the task and product 1.4 Enter processing or operating parameters according to equipment operating instructions 1.5 Conduct pre-start checks according to operating parameters
2. Mix ingredients ready for refining process	2.1 Deliver ingredients and additives to the mixer in the required quantities and sequence to meet recipe specifications 2.2 Start and operate the mixing process safely according to operating instructions and safety procedures 2.3 Monitor equipment to identify variation in operating conditions 2.4 Adjust equipment operations to meet product specification 2.5 Take samples and confirm that specifications are met at each stage according to workplace procedures 2.6 Identify, adjust or report out-of-specification product or process outcomes according to workplace procedures
3. Prepare the refining equipment and process for operation	3.1 Confirm materials are available for product specification 3.2 Identify and confirm cleaning and maintenance requirements 3.3 Fit and adjust machine components and related attachments according to equipment operating instructions 3.4 Enter processing or operating parameters according to equipment operating instructions 3.5 Check and adjust equipment performance according to operating parameters 3.6 Carry out pre-start checks according to operating procedures
4. Operate and monitor equipment	4.1 Start and operate the refining process safely according to operating instructions and safety procedures 4.2 Monitor equipment and services to identify variation in operating conditions, including temperature of chilled water 4.3 Adjust equipment operations to meet product specification 4.4 Take samples and confirm that specifications are met at each stage 4.5 Identify, adjust or report out-of-specification product or process outcomes according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.6 Maintain the work area according to workplace procedures 4.7 Maintain workplace records according to workplace procedures
5. Shut down the refining process	5.1 Identify the appropriate shutdown procedure according to operating instructions 5.2 Shut down the process safely according to shutdown procedures 5.3 Identify and report maintenance requirements according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information in recipes, equipment operational instructions and workplace procedures
Writing	• Accurately enter operational data into production equipment
Numeracy	• Read and interpret equipment gauges and scales • Apply basic calculations to quantities in recipes for production volume and equipment • Measure distance between rollers

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCON3007 Operate and monitor a chocolate refining process	FBPCON2008 Operate a chocolate refining process	Unit code and title updated to better match complexity of task Minor changes to Performance Criteria for	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		clarity Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	

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Assessment Requirements for FBPCON3007 Operate and monitor a chocolate refining process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a chocolate refining process to produce at least one batch of chocolate flake to meet specifications, including:

- applying food safety procedures to work practices
- following safe work procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of mixing and refining chocolate, including:
  - processing stages in chocolate making and the role of mixing, refining and pre-refining as appropriate
  - ingredients used in chocolate and those introduced during refining, including ingredients in different types of chocolate, as appropriate to production requirements and an understanding of the quality requirements and role of each main ingredient
  - changes that occur in ingredients during mixing and refining
  - significance of particle size for product characteristics
- basic operating principles of equipment, including main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- services required, including water for cooling
- the flow of the mixing and refining process, and the effect of outputs on downstream processes
- quality requirements of ingredients used, and effect of variation on process performance and outputs

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- quality characteristics required of the refined mass
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- methods used to monitor the mixing and refining process, including inspecting, measuring and testing as required by the process
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination and food safety risks and related control measures
- health and safety hazards and controls relevant to chocolate refining process
- requirements of different shutdowns as appropriate to the mixing and refining process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the mixing and refining process, including waste and rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for chocolate refining equipment
- procedures to record traceability of product and ingredients.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - chocolate refining equipment
  - ingredients used in the preparation of chocolate products
  - sampling schedules and test procedures and equipment
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on chocolate refining equipment capacity and operating parameters
  - recipe/batch specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

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FBPCON3008 Operate and monitor a starch moulding process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor, adjust and shut down gel-based products using a starch moulding process.

This unit applies to individuals who work as production workers and are responsible for the operation and monitoring of starch moulding equipment and processes in a confectionery production environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Confectionery (CON)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the starch moulding equipment and process for operation	1.1 Confirm materials are available for product specification 1.2 Condition starch for moulding according to production specifications

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify and confirm cleaning and maintenance requirements 1.4 Identify food safety requirements for the task and product 1.5 Identify safety requirements and wear appropriate personal protective equipment and ensure correct fit
2. Manufacture the gel product	2.1 Prepare starch mould to meet production requirements 2.2 Prepare and cook syrup with flavour and colour to meet product specification 2.3 Enter processing or operating parameters for depositing syrup according to equipment operating instructions 2.4 Deposit syrup to moulding equipment for conditioning 2.5 Check and adjust equipment performance according to operating parameters 2.6 Carry out pre-start checks according to operating procedures
3. Operate and monitor equipment	3.1 Start and operate the process safely according to operating instructions and safety procedures 3.2 Monitor starch moulding process to identify any variation in operating conditions, and make adjustments to ensure product meets specification 3.3 Monitor finishing equipment to identify variation in operating conditions, and make adjustments to ensure product meets specification 3.4 Take samples and confirm that specifications are met at each stage, ensuring excess starch is removed and items are finished with oil-based coating 3.5 Identify, rectify or report out-of-specification product or process outcomes according to workplace procedures 3.6 Maintain the work area according to workplace procedures 3.7 Maintain workplace records according to workplace procedures
4. Shut down the starch moulding process	4.1 Identify the appropriate shutdown procedure according to operating instructions 4.2 Shut down the process safely according to shutdown procedures 4.3 Identify and report maintenance requirements according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information in recipes, equipment operational instructions and workplace procedures
Writing	• Accurately enter operational data into production equipment • Complete processing records using electronic, digital and/or paper-based formats
Numeracy	• Read and interpret equipment gauges and scales • Apply basic calculations to quantities in recipes for production volume and equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCON3008 Operate and monitor a starch moulding process	FBPCON2009 Operate a starch moulding process	Unit code and title updated to better match complexity of task Minor changes to Performance Criteria for clarity Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPCON3008 Operate and monitor a starch moulding process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a starch moulding process to produce at least one batch of confectionery to meet product specifications, including:

- applying food safety procedures to work practices
- following safe work procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the starch moulding process, including an understanding of each stage of the cyclic process:
  - starch mould preparation
  - product preparation and conditioning
  - product depositing into conditioned starch
  - starch use and recovery cycle (reconditioning)
  - finishing
- basic operating principles of equipment, including main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available
- the flow of the starch moulding and depositing process, and the effect of outputs on downstream processes
- quality requirements of starch moulds and materials for depositing, and effect of variation on starch moulding process performance and outputs, including the moisture absorption characteristics of starch and impact on the process

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- quality characteristics required of process outputs
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- methods used to monitor the starch moulding process, including inspecting, measuring and testing as required by the process
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the process and the related procedures and recording requirements
- various finishing products, including oil and/or sugar-based products
- contamination and food safety risks associated with the starch moulding process, and related control measures
- health and safety hazards and controls relevant to starch moulding process
- requirements of different shutdowns as appropriate to the starch moulding process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for starch moulding equipment
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - cooking, starch moulding and finishing equipment and related services
  - ingredients used in the preparation of starch moulding process
  - sampling schedules and equipment
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on starch moulding equipment capacity and operating parameters
  - recipe/batch instructions, control points and processing parameters
  - documentation and recording requirements and procedures.

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FBPDPR2007 Operate a cooling and hardening process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the knowledge and skills required to set up, operate, adjust and shut down a process to cool and harden dairy products to specification.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of equipment and processes used to cool and harden dairy products in a dairy products production environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Dairy Processing (DPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the cooling and hardening process for operation	1.1 Confirm materials and personal protective equipment are available for operating requirements 1.2 Identify and confirm equipment has been cleaned according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	work health and safety and food safety requirements 1.3 Identify safety requirements and wear appropriate personal protective clothing and equipment, ensuring correct fit 1.4 Conduct pre-start checks according to workplace requirements
2. Operate and monitor the cooling and hardening process	2.1 Start up and operate the cooling and hardening process according to workplace procedures 2.2 Identify variation in equipment operation, and report maintenance requirements 2.3 Confirm that specifications are met at each stage 2.4 Identify or report out-of-specification product or process outcomes 2.5 Maintain the work area according to workplace guidelines, work health and safety and food safety requirements 2.6 Enter information in workplace records in required format
3. Shut down the cooling and hardening process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process safely according to workplace procedures 3.3 Identify and report maintenance requirements according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures for the cooling and hardening process
Writing	• Record data and observations using digital and/or paper-based formats
Numeracy	• Read and interpret gauges and scales • Confirm process remains within specification for time, temperature (°C), flow rates and pressure

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPDPR2007 Operate a cooling and hardening process	FBPDPR2004 Operate a cooling and hardening process	Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPDPR2007 Operate a cooling and hardening process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated cooling and hardening equipment to process at least one batch of product, including:

- following safe work procedures
- following food safety requirements
- identifying out-of-specification or non-conforming products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the cooling and hardening process, including:
  - the principles of heat transfer
  - the difference between latent heat energy transfer and sensible heat energy transfer
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- the flow of the cooling and hardening process and the effect of product output on downstream processes
- quality characteristics to be achieved by cooling and hardening process
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment

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    - early warning signs of potential problems
- techniques used to monitor the cooling and hardening process, such as inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process, and the related procedures and recording requirements
- contamination, cross-contamination and food safety risks associated with the process, and related control measures
- work health and safety hazards and controls relevant to cooling and hardening process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including:
    - emergency and routine shutdowns
    - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the cooling and hardening process, including waste collection and handling procedures
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for cooling and hardening equipment
- recording requirements for traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment
    - cooling and hardening equipment and services
    - cleaning materials, equipment and procedures
- specifications:
    - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
    - production schedules and batch or recipe instructions
    - specifications, control points and processing parameters
    - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPDPR3001 Operate and monitor a curd production and cutting process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the knowledge and skills required to set up, operate, adjust and shut down a curd production and cutting process in cheese making.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of a curd production and cutting process, and associated equipment in a dairy processing environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Dairy Processing (DPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the curd production and cutting	1.1 Confirm materials and personal protective equipment are available 1.2 Identify and confirm cleaning and maintenance requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
process for operation	according to food safety requirements 1.3 Identify food safety requirements for the task and product 1.4 Fit personal protective equipment, and adjust machine components and attachments needed for operating requirements 1.5 Enter parameters required to meet safety and operating requirements 1.6 Conduct pre-start checks according to workplace requirements
2. Operate and monitor equipment	2.1 Start up the curd production and cutting process according to workplace procedures 2.2 Monitor equipment to identify variation in operating conditions 2.3 Adjust equipment operations to meet product specification 2.4 Take samples and confirm that curd sets according to specifications, and cut size is appropriate 2.5 Identify, rectify and/or report out-of-specification product or process outcomes 2.6 Maintain the work area according to workplace health and safety and food safety requirements 2.7 Enter information in workplace records in required format
3. Shut down the curd production and cutting process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process safely according to workplace procedures 3.3 Identify and report maintenance requirements according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures for the curd production and cutting process

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Skill	Description
Writing	• Record processing data using electronic, digital and/or paper-based formats
Numeracy	• Measure processing speed, curd size (mm) and temperature (°C) • Read and monitor gauges and scales

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPDPR3001 Operate and monitor a curd production and cutting process	FBPDPR2003 Operate a curd production and cutting process	Unit code and title updated to match complexity of task Minor changes to Performance Criteria for clarity Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPDPR3001 Operate and monitor a curd production and cutting process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has set up, operated and monitored, and shut down curd production and cutting, to process at least one batch of curd to specification, including:

- applying food safety procedures to work practices
- following safe work practices
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the curd production and cutting process, including the methods used to coagulate milk for cheese making
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- the flow of the curd production and cutting process, and the effect of product output on downstream processes
- stages and changes that occur during curd production, including physical and chemical changes that occur during curd production and cutting
- quality characteristics required for curd production and cutting
- factors that affect curd firmness
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- the effect of raw material characteristics on curd production and cutting

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- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- techniques used to monitor the curd production and cutting process, including inspecting, measuring and testing as required by the process
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the process, and the related procedures and recording requirements
- health and safety hazards and controls, including the purpose and limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the curd production and cutting process and workplace production requirements, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- routine maintenance procedures
- cleaning and sanitisation procedures for the curd production and cutting process
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - vat for producing curd
  - curd cutting equipment
  - raw materials to produce curd
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety and quality requirements
  - product specifications, control points and processing parameters
  - documentation and recording requirements.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPDPR3002 Operate and monitor a fermentation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the knowledge and skills required to set up, operate, adjust and shut down a fermentation process typically used in the production of dairy products.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of machines and equipment used for the fermentation of dairy products in a dairy processing environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Dairy Processing (DPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the fermentation equipment and process for operation	1.1 Confirm materials and personal protective equipment are available 1.2 Identify and confirm cleaning and maintenance requirements according to food safety requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify food safety requirements for the task and product 1.4 Fit personal protective equipment, and adjust machine components and attachments needed for operating requirements 1.5 Enter parameters required to meet safety and operating requirements 1.6 Conduct pre-start checks according to workplace procedures
2. Operate and monitor equipment	2.1 Start up the fermentation process according to workplace procedures 2.2 Monitor equipment to identify variation in operating conditions 2.3 Adjust equipment operations to meet product specification 2.4 Take samples and confirm that fermentation meets specification 2.5 Identify, rectify and report out-of-specification product or process outcomes 2.6 Maintain the work area according to workplace guidelines, workplace health and safety and food safety requirements 2.7 Enter information in workplace records in required format
3. Shut down the fermentation process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process according to workplace procedures 3.3 Identify and report maintenance requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures for the fermentation process
Writing	• Record processing data using electronic, digital and/or paper-based formats
Numeracy	• Monitor processing time, temperature (°C), and water activity (Aw)

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Skill	Description
	• Read and monitor gauges and scales

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPDPR3002 Operate and monitor a fermentation process	FBPDPR2006 Operate a fermentation process	Unit title and code updated to match complexity of task Minor changes to Performance Criteria for clarity Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPDPR3002 Operate and monitor a fermentation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a fermentation process to produce at least one batch of fermented food to meet product specification, including:

- applying food safety procedures to work practices
- following safe work practices
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the fermentation process, including the stages and reactions that occur during fermentation
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available
- the flow of this process and the effect of outputs on downstream processes
- quality characteristics to be achieved by the fermentation process
- types of starters used and their role in the fermentation process
- quality requirements of materials and the effect of variation on process performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment

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    - early warning signs of potential problems
- methods used to monitor the fermentation process, including inspecting, measuring and testing as required by the process
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the process, and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- common causes of variation, and corrective action required
- health and safety hazards and controls, including the purpose and limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including:
    - emergency and routine shutdowns
    - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste or rework collection and handling procedures
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- routine maintenance procedures for fermentation equipment
- cleaning procedures for fermentation equipment
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment
    - fermentation equipment
    - product to be fermented
    - cleaning materials and equipment
- specifications:
    - work procedures, including advice on safe work practices, food safety and quality requirements
    - information on equipment capacity and operating parameters
    - product specifications, control points and processing parameters
    - sampling schedules

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- documentation and recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPDPR3003 Control batch processing for powdered milk products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 6.0.

Application

This unit of competency describes the skills and knowledge required to handle, feed and dose micronutrients and additives when undertaking batch processing of powdered milk products.

This unit applies to individuals who handle, measure, set dosages and record micronutrients and additives in batch processing of powdered milk products.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Dairy Processing (DPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify finish feed requirement	1.1 Identify product to be manufactured from production schedule, customer order or standard operating procedure (SOP) 1.2 Identify micronutrient or additive requirements from screen,

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	recipe, SOP or supervisor
2. Obtain correct micronutrient or other additive	2.1 Identify storage location for micronutrient or additive according to workplace requirements 2.2 Obtain micronutrient or additive according to SOP 2.3 Read micronutrient or additive label to determine any special mixing, dosing or health and safety requirements 2.4 Confirm micronutrients and additive requirements with nutritionist and/or other technical staff
3. Add micronutrient or additive to product	3.1 Match micronutrient or additive to powdered milk product 3.2 Determine appropriate volume, measurement or proportion of micronutrient or additive 3.3 Measure, prepare and pre-mix micronutrient or additive in line with safety and production requirements 3.4 Add micronutrient or additive to product at appropriate location and stage of processing in line with workplace procedures 3.5 Follow appropriate contamination, quality and traceability procedures according to health, safety and food safety procedures 3.6 Take samples of product and conduct basic tests to ensure product meets specifications 3.7 Dispose of waste according to environmental guidelines
4. Record use of micronutrient or additive	4.1 Record type and amount of micronutrient or additive used in required format 4.2 Generate correct product batch labels and add to product using required method 4.3 Complete workplace records, including traceability records, according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret names of powdered milk micronutrients and additives • Read and check information on product specification
Writing	• Record use of micronutrients and additives using electronic, digital and/or paper-based formats
Oral communication	• Use industry vocabulary, including names of micronutrients and additives
Numeracy	• Measure products and ingredients by weight (mg, g, kg, T) and volume (ml, L)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPDPR3003 Control batch processing for powdered milk products	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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Assessment Requirements for FBPDPR3003 Control batch processing for powdered milk products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has controlled batch processing of at least one run of powdered milk product to meet specification, including:

- applying safe work practices
- applying food safety procedures to work practices
- accurately measuring micronutrients and/or additives.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- milk powder manufacturing process, including spray drying
- properties of powdered milk products, including particle size, powder density, solubility and stability
- nutritional make-up of powdered milk products produced at the workplace
- four categories of food safety hazards, including biological, chemical, physical and allergenic, and relevant controls and procedures for identifying unsafe and/or non-conforming product
- common microbiological hazards typically found in powdered milk, and their controls
- principles of a critical control point (CCP) analyses approach to managing food safety, including identifying hazards that are likely to occur, establishing appropriate methods of control, and confirming that controls are met
- contamination and cross-contamination risks, and controls used when mixing powdered milk products
- risk factors for cross-transference for batch processing
- good manufacturing practices (GMP) relevant to work task
- requirements of the Food Standards Code in relation to dairy processing
- preparation procedures required for batch processing of powdered milk products

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- sampling techniques used to check product against specification
- basic tests carried out on powdered milk products
- mathematical techniques to determine appropriate volume, measurement or proportion of additives in the batch
- health and safety procedures for working with powdered milk products
- environmental issues and controls relevant to working with powdered products, including waste disposal
- cleaning and sanitisation procedures for processing equipment
- procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a powdered milk processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - powdered milk product for processing
  - product recording and labelling system
- specifications:
  - sample production schedule, customer order or standard operating procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPDPR3004 Operate and monitor a butter churning process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a butter churning process to produce sweet cream butter product to specification.

This unit applies to individuals who apply operating principles to the operation and monitoring of butter churning equipment and processes in a dairy product production environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Dairy Processing (DPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the butter churning equipment and process for operation	1.1 Confirm materials are available to meet production specification 1.2 Identify safety requirements and wear appropriate personal

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	protective equipment, ensuring correct fit 1.3 Identify food safety requirements for the task and product 1.4 Fit and adjust machine components and attachments needed for operating requirements 1.5 Enter parameters required to meet safety and operating requirements 1.6 Conduct pre-start checks according to workplace procedures
2. Operate and monitor equipment	2.1 Start up and operate the butter churning process according to workplace procedures 2.2 Monitor equipment to identify variation in operating conditions 2.3 Adjust equipment operations to meet product specification 2.4 Take samples to confirm that product meets specifications 2.5 Identify, rectify or report out-of-specification product or process outcomes 2.6 Maintain the work area according to workplace guidelines, health and safety, and food safety requirements 2.7 Maintain workplace records in required format according to workplace procedures
3. Shut down the butter churning process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process safely according to workplace procedures 3.3 Identify and report maintenance requirements according to workplace procedures 3.4 Clean equipment and dispose of waste in line with environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret standard operating procedures for the butter churning process
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Read and monitor gauges and scales • Monitor agitation speeds, flow rates, temperature (°C) and weights (g, kg) for the butter churning process against production specifications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPDPR3004 Operate and monitor a butter churning process	FBPDPR2001 Operate a butter churning process	Unit code and title updated to match complexity of task Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPDPR3004 Operate and monitor a butter churning process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a butter churning process to produce at least one batch of product to meet specifications, including:

- applying food safety procedures to work practices
- following safe work procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the butter churning process, including product preservation and the types of additives and ingredients used in the process
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- the flow of the butter churning process and the effect of product output on downstream processes
- quality characteristics to be achieved by the butter churning process
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- good manufacturing practices (GMP) relevant to work task
- Food Standards Code requirements for the production of butter
- the effect of raw material characteristics on the butter churning process

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- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- techniques used to monitor the butter churning process, including inspecting, measuring and testing, as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- common causes of variation, and corrective action required
- health and safety hazards and controls relevant to butter churning process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste collection and handling procedures
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- routine maintenance procedures for butter churning equipment
- cleaning and sanitisation procedures for butter churning equipment
- procedures to record traceability of product and ingredients.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a dairy processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - butter churning process and related equipment and services
  - ingredients for the butter churning process
  - cleaning materials, equipment and procedures
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - recipe/batch specifications, control points and processing parameters

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- sampling schedules and test procedures and equipment
- documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPDPR3005 Operate and monitor a butter oil process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the knowledge and skills required to set up, operate, monitor and shut down the components of a butter oil process. This process, also known as an anhydrous milk fat (AMF) process, is used for the preparation of butter oil from either cream or melted butter.

This unit applies to individuals who apply operating principles to the operation and monitoring of butter oil equipment and processes in a dairy product production environment. Operators must be capable of operating a butter oil process using either cream or melted butter.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Dairy Processing (DPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the butter oil	1.1 Confirm materials are available to meet production specification

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
equipment and process for operation	1.2 Identify safety requirements and wear appropriate personal protective equipment, ensuring correct fit 1.3 Identify food safety requirements for high and low boil products 1.4 Fit and adjust machine components and attachments needed for operating requirements 1.5 Enter parameters required to meet safety and operating requirements 1.6 Conduct pre-start checks according to workplace requirements
2. Monitor butter oil processing	2.1 Start up and operate the butter oil process according to workplace procedures 2.2 Monitor equipment to identify variation in operating conditions 2.3 Adjust equipment operations to meet product specification 2.4 Take samples to confirm that product meets specifications 2.5 Identify, rectify or report out-of-specification product or process outcomes 2.6 Maintain the work area according to workplace guidelines, health and safety, and food safety requirements 2.7 Maintain workplace records in required format according to workplace procedures
3. Shut down the butter oil process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process safely according to workplace procedures 3.3 Identify and report maintenance requirements according to workplace procedures 3.4 Clean equipment and dispose of waste in line with environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret standard operating procedures for the butter oil process
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Read and monitor gauges and scales • Monitor pressure (kPa), temperature (°C) and water flow (cubic metres per second)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPDPR3005 Operate and monitor a butter oil process	FBPDPR2002 Operate a butter oil process	Unit code and title updated to match complexity of task Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPDPR3005 Operate and monitor a butter oil process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a butter oil process to produce at least one batch of product from cream, or from melted butter, to meet specifications, including:

- applying food safety procedures to work practices
- following safe work procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of each stage in the butter oil process, including an understanding of the stages, process flow and phases produced
- basic operating principles of equipment, including:
  - the principles of centrifuges and principles of evaporation
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required for a butter oil process, and action to take if services are not available
- the effect of outputs on downstream processes
- quality characteristics (fat content) to be achieved by the process
- quality requirements of in-feed materials (cream or butter), and the effect of variation in material quality on process performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters

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- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the production process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- good manufacturing practices (GMP) relevant to work task
- Food Standards Code requirements for the production of butter
- common causes of variation, and corrective action required, including how earlier stages in the process could contribute to cloudy product
- contamination/cross-contamination and food safety risks, and related control measures
- health and safety hazards and controls relevant to butter oil process
- isolation, lock-out and tag-out procedures and responsibilities
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste or rework collection and handling procedures related to the process
- cleaning and sanitisation procedures for the butter oil processing equipment
- procedures to record traceability of product and ingredients.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a dairy processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - butter oil production equipment and related services
  - cream or butter to be processed
  - cleaning materials, equipment and procedures
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and documentation requirements
  - information on equipment capacity and operating parameters
  - recipe/batch specifications, control points and processing parameters
  - sampling schedules and test procedures and equipment

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- documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPEGG2003 Work on an egg grading floor

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 6.0.

Application

This unit of competency describes the skills and knowledge required to grade eggs, which requires knowledge of basic egg characteristics and quality principles in egg production and packing.

This unit applies to individuals who work in egg grading and packing facilities in a poultry production environment in either an operations or quality role.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Egg (EGG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for egg grading operation	1.1 Identify key work locations and egg grading and packaging equipment on egg grading floor 1.2 Identify grades of eggs packed by the workplace

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify trays and packaging used for all orders, and location of best before dates on trays and cartons 1.4 Identify storage locations for packed orders prior to dispatch 1.5 Identify safe work procedures for egg grading, including use of personal protective equipment 1.6 Identify workplace environmental guidelines for egg grading floor operations, including disposal of waste
2. Recognise egg grades and common egg faults	2.1 Identify different grades of fresh eggs, including by size 2.2 Recognise gross, hairline and star cracks, black rot, dirt and other faults in eggs 2.3 Identify defects though the candling process
3. Operate on the egg grading floor	3.1 Confirm method for egg cleaning 3.2 Identify key risks to food safety on egg grading floor, including food safety plan and egg grading floor critical control points 3.3 Confirm steps and locations for detecting eggs with gross defects 3.4 Identify quality system, including sampling program and tests conducted both on and off the grading floor 3.5 Ensure eggs are individually stamped in line with Food Standards requirements 3.6 Identify and confirm steps and requirements for the packaging process, including process for printing best before date 3.7 Confirm temperature and humidity requirements for storing eggs

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures required for working on an egg grading floor
Writing	• Record processing data using digital and/or paper-based formats

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Skill	Description
Numeracy	• Read and monitor gauges and scales • Identify grades of eggs by weight (g) and size (small, medium, large, extra large) • Identify appropriate best before dates

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPEGG2003 Work on an egg grading floor	FBPEGG2001 Work on an egg grading floor	Minor changes to Performance Criteria for clarity Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPEGG2003 Work on an egg grading floor

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has worked on an egg grading floor to grade eggs over a period of one shift, including:

- identifying and addressing food safety risks
- recognising eggs faults
- ensuring eggs are stamped and washed in line with food safety standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- functions of key work areas, including washing equipment, weighing and automatic fault detection equipment, lanes, denesters, backpack side, quality room and cool rooms
- egg components and purpose, including shell, shell membranes, yolk, albumen and air cell
- Food Standards Code requirements for eggs and egg products
- commonalities and differences between egg grades
- importance of early grading and packing eggs on freshness
- purpose and methods for egg cleaning
- the need to separate dirty/unwashed eggs from clean/washed eggs
- key egg faults, including types of cracks, faulty colouring, faulty shapes, and blood and other inclusions, and the methods used to detect faults
- contamination and foreign bodies likely to be present in eggs and egg products
- food safety risks present in egg pulp and egg products, including biological, chemical, physical and allergenic risks
- measures used to control food safety risks
- temperature and humidity requirements for storing eggs, and effects of variation from these requirements

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- environmental issues and controls relevant to the process, including waste or rework collection and handling procedures related to the process
- health and safety procedures for egg grading, including the use of personal protective equipment
- workplace cleaning and sanitisation procedures relevant to the egg grading process
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an egg grading and packing workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - egg washing, grading and packing equipment
  - eggs of different grades and condition, including eggs with common faults
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPEGG2004 Operate egg grading and packing floor equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 6.0.

Application

This unit of competency describes the skills and knowledge required to operate and monitor specialist egg washing, grading and packaging equipment.

This unit applies to individuals who work under general supervision, and who apply basic operating principles to the operation and monitoring of equipment directly in contact with eggs, including washing station, denester and backpack workstations.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Egg (EGG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Operate and monitor egg receiving equipment	1.1 Check production schedules for egg type requirements 1.2 Wear appropriate personal protective equipment, and ensure correct fit

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Conduct pre-start checks on egg receiving equipment according to operator instructions 1.4 Place eggs requiring manual loading onto conveyor 1.5 Check conveyor, finger sorter and other egg receiving equipment for jams and faults 1.6 Check primary and secondary wash and rinse machines and dryers for correct operation 1.7 Check passage of eggs through crack and leak detectors and weighing stations to confirm that faulty eggs are being identified and dropped out 1.8 Monitor sorting of eggs into different size lots for conformance to enterprise and job specification
2. Operate and monitor denester side egg packing lanes	2.1 Load printed packaging onto lane take off holders according to production instructions or orders 2.2 Ensure ink in egg stamper is correct temperature 2.3 Supply the correct number of size and grade of egg pallets and packs to each lane according to customer order 2.4 Enter packing order requirements, including number of eggs per carton or tray, and number of cartons or trays per order type, into each lane through key pad terminal 2.5 Ensure individual eggs are stamped with weight, in line with Food Standards Code 2.6 Undertake mechanical setting of the lane machinery for different size trays where required 2.7 Check setting of best before date printer 2.8 Monitor lanes to ensure that lanes do not run out of egg trays
3. Operate and monitor backpack side egg packing lanes	3.1 Determine number of cartons per order from lane boards or other job instructions 3.2 Monitor packing lanes to ensure trays are being packed into correct outer packaging, and adjust or report any out-of-specification outcomes according to workplace requirements 3.3 Stack trays not requiring packing into outer containers 3.4 Undertake quality checks of eggs throughout all stages of process for compliance with food safety standards and workplace requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Process damaged and faulty eggs	4.1 Collect and transport containers of faulty eggs from washers, and damaged eggs from packing machines, to liquid egg processing station 4.2 Sort eggs into edible and inedible waste product according to food safety standards and workplace requirements 4.3 Weigh and record edible waste product within specified time intervals 4.4 Feed faulty and damaged edible eggs to egg breaking or egg pulping machine 4.5 Start egg pulping machine according to workplace procedures 4.6 Monitor temperature of egg pulping machines and report any over-temperatures 4.7 Monitor and adjust speed of pumps to suit pulping and container filling operations 4.8 Weigh, record and dispose of inedible egg waste product according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures for operating egg grading and packing floor equipment • Interpret safety data sheets for cleaning chemicals
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Monitor supply and flow of eggs through washing and packing equipment • Check egg weights and best before dates • Interpret Haugh unit readings

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPEGG2004 Operate egg grading and packing floor equipment	FBPEGG2002 Operate egg grading and packing floor equipment	Prerequisite unit removed Minor edits to Performance Criteria to clarify requirements of job task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPEGG2004 Operate egg grading and packing floor equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated grading and packing floor equipment over the period of at least one work shift, including:

- undertaking quality checks of egg grading, washing and packing process
- addressing routine processing issues
- applying safe work practices
- applying food safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- grading floor layout, including conveyors, washing, drying, weighing and checking equipment, lanes, denester side, backpack side, lane boards and other instruction boards, store rooms and cool rooms
- basic operating principles of equipment, including main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- Food Standards Code requirements for eggs and egg products
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- inspection or test points (control points) and the related procedures and recording requirements
- requirements for different types of eggs, including cage, barn laid, free range and organic
- common causes of variation in mechanical settings, and corrective action required

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- food safety risks present in egg pulp and egg products, including biological, chemical, physical and allergenic risks
- measures used to control food safety risks
- method used for communicating daily orders, including lane boards
- purpose of best before dates for egg packaging
- method of setting best before date printer for egg packaging
- types and implication of cracks in eggs
- location and contents of all material safety data sheets (SDS) for chemicals used in washing and cleaning processes
- types of trays, outer packaging, buckets and other containers used on grading floor, and system used to identify containers used for first grade, seconds and defective eggs
- determining first grade, seconds and defective eggs
- maximum collection times for seconds and defective eggs from grading floor collection points
- quality checks, including checks on outer quality, date printing, eggs weights, cleanliness, Haugh unit reading and misshapen and cracked eggs in cartons
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an egg grading and packing workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - egg washing, grading and packing equipment
  - eggs to be processed
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - production schedule/batch instructions
  - documentation and recording requirements and procedures
  - cleaning procedures, materials and equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFAV2002 Apply hydro-cooling processes to fresh produce

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to use hydro-cooling equipment and processes to cool fresh fruit or vegetables in preparation for storage or transportation.

This unit applies to individuals who apply hydro-cooling processes in a food processing environment or at a farm or production site where produce is processed directly after harvest to maximise longevity.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Fruit and Vegetables (FAV)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify hydro-cooling requirements	1.1 Identify produce for hydro-cooling and confirm specific cooling and transfer requirements 1.2 Conduct pre-start checks of cooling equipment, prepare and fit

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	personal protective equipment 1.3 Check and adjust equipment performance to meet work requirements 1.4 Place goods in storage areas to meet storage temperature, stores handling and stock rotation requirements 1.5 Record stores information in required format
2. Conduct hydro-cooling	2.1 Check storage facility for readiness and allocation of space for produce 2.2 Transfer produce in a manner that is safe and maintains produce quality 2.3 Set operating parameters for hydro-cooling equipment to meet safety and cooling requirements 2.4 Apply hydro-cooling to produce according to cooling requirements 2.5 Transfer produce to storage according to workplace procedures 2.6 Record process information in required format 2.7 Maintain the work area according to workplace standards, food safety and health and safety requirements
3. Monitor hydro-cooling process	3.1 Check temperature to ensure required levels are maintained 3.2 Identify and act on non-compliance issues or problems

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard hydro-cooling information, including impacts of timing and temperature on fresh produce
Writing	• Record product and processing information using digital and/or paper-based formats
Numeracy	• Interpret temperature gauges (°C)

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFAV2002 Apply hydro-cooling processes to fresh produce	FBPFAV2001 Apply hydro-cooling processes to fresh produce	Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFAV2002 Apply hydro-cooling processes to fresh produce

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has applied hydro-cooling processes to at least one batch of fresh produce to meet specifications, including:

- applying safe work practices
- applying food safety procedures to work practices
- taking corrective action in response to typical faults and inconsistencies with cooling equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls, including the purpose and limitations of protective clothing and equipment
- hydro-cooling facilities and capacities available in the work area
- key steps in the hydro-cooling process, including impact of timing and temperature
- good manufacturing practices (GMP) relevant to work task
- temperature control requirements of produce handled in the work area, including acceptable temperature ranges, consequences of failing to meet these ranges, and requirements for gradual temperature change
- handling procedures for receiving and locating produce, including procedures for identifying, segregating and disposing of damaged or potentially unsafe stock
- stock handling procedures for transferring cooled stock from a temperature-controlled environment, including the maximum duration stock can be held outside a controlled environment
- food safety and quality consequences of stock temperature control requirements not being met

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- monitoring procedures and instrumentation, including the use of thermometers or other temperature-measuring instrumentation
- notification, recording and reporting requirements and procedures for apply hydro-cooling processes
- operating procedures for goods handling equipment
- housekeeping requirements for work area
- procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a fresh food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - hydro-cooling specifications and facilities
  - produce requiring cooling
  - load-shifting equipment
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - stock information recording system and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFAV3003 Conduct chemical wash for fresh produce

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to implement a wash process for fresh produce where chemicals, including chlorine, are used to achieve quality standards.

This unit applies to individuals who set and monitor levels of cleaning chemicals while conducting wash operations in a food processing production environment. It typically applies to produce that includes leafy greens and fruit, where chemicals are used to ensure required cleaning outcomes.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Fruit and Vegetables (FAV)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm required use of chemicals	1.1 Identify chemicals used for the washing of fresh produce, and confirm required quantities

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify hazards and risks associated with using chemicals, and implement control measures throughout operations 1.3 Prepare and use personal protective equipment according to workplace safety procedures 1.4 Identify and apply storage and handling requirements for chemicals
2. Prepare for washing operation	2.1 Confirm and prepare raw materials for washing according to production specifications 2.2 Confirm equipment for operational readiness, and fit and adjust components and related attachments 2.3 Carry out pre-start checks according to operator instructions 2.4 Measure chemicals and add dose according to specifications 2.5 Check performance of chemical-dosing equipment to confirm accuracy 2.6 Check water quality and confirm suitability for use
3. Operate and monitor the washing process	3.1 Start and operate the washing process according to operating instructions and health and safety requirements 3.2 Check water mix to confirm correct levels of chemicals 3.3 Monitor washing process to ensure raw materials meet product specifications 3.4 Transfer washed materials for further processing or packaging 3.5 Identify variation in equipment operation, and report maintenance requirements 3.6 Identify, rectify and report out-of-specification product or process outcomes 3.7 Maintain the work area according to workplace procedures, food safety and work health and safety requirements 3.8 Maintain workplace records in required format
4. Shut down the washing process	4.1 Implement the appropriate shutdown procedure 4.2 Handle, store and dispose of chemicals according to workplace procedures and environmental regulations 4.3 Identify and report maintenance requirements according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Identify routine problems and implement standard solutions according to workplace guidelines
Reading	• Read and interpret standard operating procedures and directions for the safe operation of equipment when operating the chemical wash process
Writing	• Record product and processing information using digital and/or paper-based formats
Numeracy	• Measure (ml, L) and mix correct ratios of chemicals to water in the wash process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFAV3003 Conduct chemical wash for fresh produce	FBPFAV3001 Conduct chemical wash for fresh produce	Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFAV3003 Conduct chemical wash for fresh produce

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has conducted a chemical wash of at least one batch of fresh produce to meet product specifications, including:

- applying safe work practices
- applying food safety procedures to work practices
- taking corrective action in response to typical faults and inconsistencies with the washing process.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the washing process, including the importance of water quality and the role of chemicals in the washing process
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required for the chemical wash process, and action to take if services are not available
- the flow of this process and the effect of outputs on downstream processes
- quality characteristics to be achieved by the washing, including the consequences of out-of-specification moisture levels on further processing and final product
- quality requirements of raw materials, and effect of variation on process performance, including how variation in microbial load can affect the washing process
- implications of incorrect chemical levels on fresh produce

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- operating requirements, parameters and corrective action required, where operation is outside specified operating parameters
- good manufacturing practices (GMP) relevant to work task
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the washing process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures, and recording requirements
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- common causes of variation, and corrective action required
- workplace health and safety hazards and controls relevant to chemical wash process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
  - isolation, lock-out and tag-out procedures and responsibilities
- product or process changeover procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and waste disposal
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- sampling and testing associated with process monitoring and control
- routine maintenance procedures for washing equipment
- cleaning and sanitisation procedures for washing equipment
- procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a fresh food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - washing equipment and services, including water and chemicals
  - raw materials to be processed
  - cleaning materials and equipment

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- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule and batch instructions
  - sampling schedules and test procedures and equipment
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFAV3004 Program fresh produce grading equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to program grading equipment to identify key characteristics of fresh produce, and sort accordingly.

This unit applies to individuals who operate mechanical and computer-based technology to sort fresh fruit and vegetables according to key characteristics, including size, weight, density, quality or colour.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Fruit and Vegetables (FAV)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm produce grading specifications	1.1 Examine characteristics of produce and confirm purpose for grading 1.2 Confirm customer and packaging requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Determine specifications for grading based on customer requirements 1.4 Identify and address hazards and risks associated with grading produce, including food safety risks
2. Program grading equipment	2.1 Enter grading specifications into equipment 2.2 Use computer program or equipment components to enable a variety of grading outcomes to be achieved 2.3 Test or monitor program or equipment operation against specified outcomes 2.4 Investigate problems or inconsistencies in grading outcomes to determine cause 2.5 Implement corrective action where applicable, or report to appropriate personnel 2.6 Complete documentation and records of grading specifications for customer

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read and interpret standard operating procedures and instructions for the safe operation of grading equipment
Writing	• Record product and processing information using digital and/or paper-based formats
Numeracy	• Estimate sizes, shapes and measurements (mm, cm) of fresh produce to be graded and sorted • Set specifications for grading produce

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFAV3004 Program fresh produce grading equipment	FBPFAV3002 Program fresh produce grading equipment	Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFAV3004 Program fresh produce grading equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has programmed fresh produce grading equipment for at least one batch of fresh produce to meet client specifications, including:

- applying safe work practices
- applying food safety procedures to work practices
- taking corrective action in response to typical faults and inconsistencies in the grading process.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- grading equipment features, processes and technologies
- factors that influence grading outcomes
- typical problems that occur in the grading process, and likely causes and appropriate response options
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- good manufacturing practices (GMP) relevant to work task
- workplace health and safety hazards and controls relevant to programming grading equipment
- characteristics of produce used for grading and the process of identification
- routine maintenance procedures for grading equipment
- cleaning and sanitisation procedures for grading equipment
- procedures to track traceability of product.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a fresh food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - produce, grading equipment and consumables
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, standard operating procedures, food safety, quality and environmental requirements
  - grading specifications
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST4009 Label foods according to legislative requirements

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to label foods and/or beverages according to legislative requirements.

The unit applies to individuals who have responsibility for maintaining the product safety, quality and legislative requirements for labelling food and/or beverage items.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify specific criteria required for a food and/or beverage	1.1 Identify legal requirements of food and/or beverage labels 1.2 Identify the relationship between label and consumer information 1.3 Confirm that the ingredients in a food or beverage product are

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
label	accurately described 1.4 Confirm that date marking is completed and linked to information on batch number and date of processing 1.5 Confirm that directions for use and storage information are provided 1.6 Confirm that country of origin information is completed to comply with requirements for food source and place of processing 1.7 Identify additional general information requirements 1.8 Source commodity-specific labelling requirements
2. Document information from the processing operation required on the product label	2.1 Identify exemptions for nutrition information panel 2.2 Provide information on energy, protein, fat, saturated fat, carbohydrate, sugars and sodium content, and any other nutritional information required by legislation 2.3 Provide the number of servings, the average quantity of food or beverage in a serving and the unit quantity of the product 2.4 Document the declaration of weights and measures 2.5 Confirm that legislative requirements for specifying allergens and irradiated food or beverages, percentage labelling and mandatory warning and advisory statements and declarations (including genetically modified ingredients) are included on the label
3. Produce a label for a specified food or beverage product	3.1 Collate label data and format 3.2 Use software packages to produce a nutritional panel for a food or beverage label 3.3 Assess food and/or beverage labels to determine compliance, and modify if necessary 3.4 Monitor the operation of labelling equipment

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret legislative requirements and standards for food and/or beverage labelling • Interpret food safety guidelines, codes of practice, standards and regulations relevant to a food and/or beverage processing enterprise • Identify the legal responsibilities of a food processing company relating to product content, packaging, nutritional panels and use-by dates
Numeracy	• Source, collect and organise a range of data for use on product labels • Apply units of measurement and percentage compositions of food make-up for nutrition information panel

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST4009 Label foods according to legislative requirements Release 2	FBPFST4009 Label foods according to legislative requirements Release 1	Minor clarifications throughout to note content addresses both food and beverages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST4009 Label foods according to legislative requirements

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has produced accurate labels for two different items of food and/or beverages that comply with the current Food Standards Code.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- legislation, regulations and standards relating to food and/or beverage labelling
- legal, industry and enterprise requirements of a food or beverage label, including requirements for specifying allergens and irradiated foods or beverages, percentage labelling and mandatory warning and advisory statements and declarations (including genetically modified ingredients)
- data to be accessed to populate a product label
- legal implications of incorrect food or beverage labelling
- exemptions for nutrition information
- the relationship between the consumer and information required on a label.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:

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  - personal protective equipment required for labelling food and/or beverages according to legislative requirements
  - labelling equipment
- specifications:
  - production process, manufacturer advice and operating procedures
  - workplace documentation, including specifications and procedures for food and/or beverage labels
  - food and/or beverage labelling legislation, codes of practice and guidelines
  - workplace information recording systems, requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST4013 Interpret and respond to food and/or beverage test results

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to interpret test results and make decisions about how to manage the production process in response to the results.

This unit applies to those workers who have responsibility for overseeing the production of food and/or beverages and the quality assurance requirements associated with those products.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food Science and Technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Review food and/or beverage test results	1.1 Access and read test results 1.2 Compare test results to reference standards and expectations 1.3 Identify trends in data and/or results

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify atypical results
2. Source cause of food and/or beverage atypical data	2.1 Identify a range of possible causes for atypical results 2.2 Gather data and other information to eliminate or confirm possible causes
3. Act on results of analysis	3.1 Determine options to correct processing of food and/or beverage 3.2 Determine options to correct cause of atypical results 3.3 Select the most appropriate solution/s 3.4 Take action to correct atypical results in accordance with product specification 3.5 Record actions taken in response to analysis in accordance with workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy skills	• Interpret test results, including carrying out simple calculations
Get the work done	• Think through options to identify and respond to atypical results of tests • Trace and source obvious cause of artefact or malfunction

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST4013 Interpret and respond to food and/or	Not applicable	New unit	No equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
beverage test results			

Links

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Assessment Requirements for FBPFST4013 Interpret and respond to food and/or beverage test results

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has accurately interpreted and suitably responded to test results in a food production environment, including:

- at least four of the following test types most relevant to the job role:
  - pH
  - alcohol
  - bitterness
  - colour
  - microbiological counts
  - moisture
  - vicinal diketones (VDKs)
  - carbon dioxide (CO2) and nitrogen (N2)
  - dissolved oxygen (DO)
  - total packed oxygen (TPO)
  - water activity (Aw)
  - test type specific to food or beverage product
- performing calculations that include decimals and percentages, volume, ratios, dosage and concentration
- recording actions carried out in response to test results.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of tests performed as part of job role and principles of the standard methods/specifications used

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- typical basic tests, equipment and methods relevant to product
- measurements used for typical tests
- acceptable parameters for typical test results
- sources of uncertainty in measurement and methods for control
- workplace and/or legal traceability requirements
- numeracy skills relevant to job role:
  - convert units involving multiples and submultiples
  - use fractions, decimals, proportions and percentages to determine responses to results
  - use areas (m2) and volumes (ml, L, m3) to describe product quantities
  - calculate dose (mg), average mass, mass percentage, density, moisture, relative and absolute humidity
  - determine ratios, such as mass to mass, mass to volume and volume to volume percentages
  - calculate concentration, such as g/100mL, mg/L and dilution ml/L
  - analyse statistical data to identify processing issues
  - calculate food properties, such as % concentration (dry), % content of moisture, ash, fat, protein, alcohol, sulphur dioxide and trace metals
- methods for controlling atypical outcomes of tests, relevant to process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food or beverage production environment
- resources, equipment and materials:
  - food or beverage process test results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST4014 Apply sensory analysis in food and/or beverage production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to carry out sensory analysis of food and/or beverages, and to use appropriate terminology when describing the organoleptic properties.

This unit applies to workers who have responsibility for overseeing the production of food and/or beverages and the quality assurance requirements, and who are responsible for making changes to processing based on the results of the sensory analysis.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food Science and Technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the organoleptic properties of food or beverage	1.1 Recognise the five basic tastes (sweet, salty, bitter, sour and umami)

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify the textural properties of food or beverage 1.3 Identify aromas and flavours 1.4 Recognise the effect of colour on the visual properties of food or beverage 1.5 Recognise any personal sensory blind spots
2. Analyse food or beverage samples	2.1 Determine required organoleptic properties for specified product 2.2 Devise or access appropriate recording documentation for the sensory evaluation test 2.3 Prepare samples for analysis in accordance with workplace procedures 2.4 Analyse sensory properties of food or beverage 2.5 Identify any faults with product that do not fit product specification 2.6 Identify the factors influencing sensory evaluation tests 2.7 Identify differences between standard specified for product and sample
3. Act on results of analysis	3.1 Record details of analysis using predetermined format 3.2 Discuss outcomes of analysis with team 3.3 Determine action to be taken as a result of the analysis

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Use appropriate terminology and effective communication skills to discuss sensory analysis results and determine actions
Get the work done	• Think through options to solve problems as they arise

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST4014 Apply sensory analysis in food and/or beverage production	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST4014 Apply sensory analysis in food and/or beverage production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively applied sensory analysis in a food and/or beverage production environment, including:

- analysing and describing the organoleptic properties of three different food products, or three different beverage products, including:
  - taste – sweet, salty, bitter, sour and umami (savoury)
  - texture
  - aroma
  - flavour
  - colour
  - visual properties
- identifying differences between the three products
- identifying product faults
- identifying any personal sensory blind spots.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- industry codes of practice relevant to industry sector
- anatomy, physiology and functions of taste and smell to determine sample appearance, texture, aroma and flavour
- the primary flavour characteristics of sweet/sour, umami (savoury) and bitter/salty
- frameworks for organoleptic evaluation, relevant to product
- clarity around what makes a quality product (style, context, specification)
- interaction of sensory activity, including the interaction between taste and smell, and effect of temperature on samples

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- associated characteristics of mouth feel and appearance
- the various sensory evaluation tests used in the food processing industry
- principles and purpose of test methods implemented (why they are used and what they demonstrate)
- quality requirements for conducting a taste panel
- sensory panels and their makeup (and acknowledgement that people have different sensory skills)
- descriptive, discriminative and affective sensory methods
- typical samples used for sensory analysis, including:
  - raw materials, ingredients, final products, packaging materials, and materials that come in contact with the product
  - materials at stages of production
  - process aids and adjuncts
- common testing methods:
  - triangular test, duo-trio test, ranking test, paired comparison test and blending test
  - flavour profile
  - threshold analysis
  - discriminative testing, descriptive testing and affective testing
- typical uses of the results obtained from the sensory analysis:
  - quality assurance at various stages of production
  - quality control and troubleshooting
  - research and development of new products
  - blending.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food or beverage production environment
- resources, equipment and materials:
  - food and/or beverage product samples for analysis.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5010 Implement and review the preparation of milk for processing

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement and review the standards and procedures for receiving and preparing milk for product manufacture.

This unit applies to individuals who are responsible for maintaining product safety, quality and efficiency in the dairy processing sector, utilising knowledge of food science and processes to determine the required food safety, quality and performance of food production equipment.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food Science and Technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive fresh milk and blend using standard industry data	1.1 Provide a safe working environment for milk receival and testing 1.2 Apply receival and testing procedures for milk 1.3 Record and store test data 1.4 Blend milk to requirements, based on test data 1.5 Store milk to meet industry standards
2. Implement procedures for separation and/or pasteurisation of received milk in preparation for further processing	2.1 Implement a sequence of activity to prepare the system for separation and/or pasteurisation 2.2 Implement the production schedule to ensure all resources and requirements are available and meet company requirements 2.3 Document data requirements and collection points for food safety, quality and production standards 2.4 Implement procedures to deal with non-conformance in relation to process and the final product 2.5 Set the production system to operating specifications before and during preparation and testing of received milk 2.6 Implement process control system for the preparation of milk for further processing
3. Diagnose, rectify and report problems arising from the preparation of milk for manufacture	3.1 Interpret product tests to ensure compliance with requirements 3.2 Implement a system to identify defects and abnormalities in delivered milk 3.3 Make adjustments to processes and equipment in response to analysed results 3.4 Record and report problems
4. Review production processes for preparing milk for further processing	4.1 Review the critical control points and critical limits for product safety 4.2 Undertake food tests to check product composition and compliance with further manufacturing requirements 4.3 Review operating procedures for food safety and quality 4.4 Review safe work systems for processing 4.5 Review environmental impacts and energy efficiencies for preparation of milk for processing

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product quality and workplace procedures
Numeracy	• Maintain and analyse data resulting from testing of products
Get the work done	• Problem-solve issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5010 Implement and review the preparation of milk for processing Release 2	FBPFST5010 Implement and review the preparation of milk for processing Release 1	'Homogenisation' removed from element and performance criteria so that unit can be applied to artisan cheese making settings	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5010 Implement and review the preparation of milk for processing

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively implemented and reviewed the preparation of milk for processing on at least one occasion, including:

- assessing the impact of processing on milk
- establishing critical control points (CCPs) and critical limits for each step in the preparation of milk for processing
- monitoring production of milk for further processing
- monitoring the implementation of the Hazard Analysis and Critical Control Points (HACCP) plan
- determining data collection and documentation requirements
- carrying out milk sampling and testing according to the HACCP plan and operational procedures
- accurately interpreting test results
- making procedural adjustments to address non-compliance
- ensuring relevant food safety standards and associated regulations are adhered to.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the components of milk
- the hazards associated with raw milk
- the various spoilage organisms associated with milk
- the testing and processing stages in preparing milk for further processing
- the risks to milk product quality from incorrect preparation and handling of fresh milk

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- output of each of the processes used in the preparation of milk for further processing
- compositional requirements for milk prepared for further processing for a range of processed milk products
- principles of operation of equipment and accessories used in the preparation of milk for further processing
- critical factors in the testing and preparation of received milk for further processing into dairy products
- processes used in the preparation and manufacture of non-fermented dairy products
- resource requirements for the preparation of milk for further processing
- potential product defects and their causes, which may arise in the preparation of milk for further processing
- milk sampling and testing
- data requirements appropriate for food safety, quality and production standards
- manufacturing processes, including materials and equipment, involved in preparing delivered milk for further processing
- milk handling and its impact on properties for further processing
- chemical and physical hazards that may affect milk
- procedures for milk storage, handling and preparation
- health and safety in the workplace procedures
- sanitation and hygiene procedures
- HACCP principles and critical limits in a HACCP program
- food safety standards and regulatory requirements associated with the preparation of milk for processing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real milk processing workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
  - testing equipment
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5031 Identify the microbiological and biochemical properties of fermented food and/or beverages

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to identify the microbiological and chemical properties of fermented food and/or beverages, including the identification of food contamination and spoilage.

This unit applies to individuals who apply technical and theoretical knowledge and who design and communicate solutions to sometimes complex problems.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food Science and Technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Apply the principles of microbiological quality control for successful fermentation	1.1 Determine the fermentation critical control points (CCPs) for successful fermentation for different fermented food and beverage categories 1.2 Identify the indicators of unsuccessful fermentation for different

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	fermented food and beverage categories 1.3 Determine the correct microbiological quality control program for specific fermented food and beverage in terms of the Food Standards Code
2. Identify key microorganisms involved in fermentation	2.1 Identify the key microorganisms used in different fermentation processes 2.2 Identify the differences between different fermentation processes and when they are used 2.3 Identify the indicators of successful fermentation for each different fermentation process
3. Identify food poisoning and spoilage microorganisms that may result from incorrect fermentation practices	3.1 Identify the major pathogenic organisms and any associated toxins that may be present in an unsuccessful ferment 3.2 Interpret and determine appropriate action based on microbiological and chemical test results 3.3 Determine the ramifications of fermented product contamination in terms of public health and product shelf-life quality
4. Perform microbiological sampling and testing techniques	4.1 Perform microbiological sampling techniques to collect production samples 4.2 Take samples to determine the presence of the pathogenic and spoilage organisms to confirm adequacy of operating processes, including plant sanitation 4.3 Organise appropriate storage and transport of samples to testing facility 4.4 Identify the appropriate range of actions required when out-of-specification test results are received
5. Identify the biochemical pathways that occur in fermented food and beverage production	5.1 Identify the biochemical pathways associated with the different categories of fermented food and beverages 5.2 Identify the reactions and properties of sugars and starches through a fermentation process
6. Identify and conduct simple biochemical tests to track the process of fermenting food	6.1 Identify the significance of a range of chemical parameters to track the progress of the fermentation process, including sugar levels, pH, acidity, water activity (Aw), salinity, alcohol 6.2 Test for sugar levels to determine fermentation progress

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	6.3 Test for starch levels to determine fermentation progress 6.4 Test for acidity to determine fermentation progress 6.5 Handle samples and reagents safely

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines, standards and regulations • Interpret documented processes for control of microbial growth in food products
Numeracy	• Maintain and analyse data resulting from microbiological tests • Determine calibration procedures and schedule for test equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5031 Identify the microbiological and biochemical properties of fermented food and/or beverages	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5031 Identify the microbiological and biochemical properties of fermented food and/or beverages

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has identified and analysed microbiological and biochemical effects that take place in the fermentation of three different food and/or beverage products, including:

- conducting relevant in-process tests required to monitor the progress of fermentation.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of fermentation, including yeasts, bacteria, symbiotic culture of bacteria and yeast (SCOBY) and fungi
- types and effects of microbiological and chemical hazards from incorrect fermentation (for each product)
- spoilage in fermented food and/or beverages and how they could be avoided
- processes used in the control of microbial growth in food products
- criteria for successful fermentation of different types of fermented food and beverages, including: organism, fermentation time, fermentation temperature, fermentation atmosphere (aerobic vs anaerobic), pH for different fermented food and beverage categories, water activity (Aw)
- major microorganisms responsible for food poisoning and spoilage
- Food Standards Code in relation to fermented food and beverages
- standard microbiological techniques to identify food poisoning and spoilage organisms
- the importance of plant hygiene and how it can affect the finished product
- microbiological toxins and aflatoxins
- typical spoilage patterns in fermented foods caused by chemical and microbiological issues

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- microbiological quality control programs
- plant hygiene, including sanitation and verification techniques
- rapid microbiological techniques:
  - accelerated culture techniques
  - rapid biochemical tests
  - measurement of total bacteria metabolism
  - measurement of spoilage
  - non-traditional methods
  - automated and mechanised methods
- the relevance of rapid microbiological technology, as related to control of plant hygiene
- potential microbiological pathogens
- chemical hazards
- critical control limits and microbiological processes and species in fermented food and beverage production
- characteristics and phenomena that occur during fermentation
- common chemical reactions that occur in food processing, including both spontaneous and controlled reactions, including:
  - the role of enzymes in generating biological reactions
  - tests commonly used to measure phenomena, and related units of measurement
  - transition phases applicable to a given production process
  - the role of temperature and pressure in the transition process
- pH and its impact on fermentation
- role of secondary fermentation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - test equipment, manufacturers' advice and operating procedures
- specifications:
  - product standards.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFSY1002 Follow work procedures to maintain food safety

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to maintain food safety (including food allergen management) when carrying out work tasks. Basic food safety practices include personal hygiene and conduct, safe food handling, housekeeping and waste disposal related to work tasks, and responsibilities where work involves routine manual processes and operation of simple automated equipment.

This unit applies to individuals who work alongside a supervisor in most situations and is relevant to a number of job roles throughout food processing industries at various levels.

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Pre-requisite Unit

Nil

Unit Sector

Food Safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Handle food safely	1.1 Identify food handling and food safety requirements applicable to the workplace 1.2 Carry out food handling as directed 1.3 Maintain work space and equipment cleanliness in line with

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	cleaning and sanitation procedures 1.4 Dispose of waste in line with workplace requirements
2. Identify, control and report food safety hazards	2.1 Monitor work area, materials, equipment and product routinely to ensure compliance with food safety requirements 2.2 Identify processes, practices or conditions that are not consistent with the food safety program, and report to supervisor 2.3 Complete workplace documentation to meet workplace requirements
3. Comply with work and personal hygiene standards	3.1 Ensure personal hygiene meets the requirements of the food safety program 3.2 Inform supervisor of any health conditions and illness 3.3 Wear clothing and footwear appropriate for the food handling task 3.4 Follow food safety program requirements when transferring between tasks and locations in the workplace

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret key requirements of workplace food safety procedures and information • Interpret key requirements of environmental, recycling and waste disposal guidelines
Numeracy	• Monitor and interpret food safety information and data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY1002 Follow work procedures to maintain food safety	FBPFSY1001 Follow work procedures to maintain food safety	Minor changes to Performance Criteria for clarity Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFSY1002 Follow work procedures to maintain food safety

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has maintained food safety, including food allergen management, following workplace procedures on at least one occasion, including:

- handling and/or disposing of out-of-specification or contaminated materials, ingredients and product, waste and recyclable material as required by workplace
- recording food safety information according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- food safety requirements related to own work responsibilities
- four categories of food safety hazards, including biological, chemical, physical and allergens
- basic concepts of critical control point (CCP) approach to controlling food safety hazards
- possible consequences of not following these procedures
- contamination that can typically occur in the work area, including cross-contamination (bacterial, physical and chemical)
- the effects of cross-contact allergens
- storage and handling requirements for ingredients, materials and product used related to work role
- housekeeping requirements and responsibilities, and use and storage of housekeeping/cleaning equipment
- purpose and importance of cleaning and sanitation procedures
- suitable standard for materials, equipment and utensils used in the work area
- waste collection, recycling and handling procedures relevant to own work responsibilities
- procedures to follow in the event of pest sighting or discovery of infestation

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- clothing and footwear requirements for working in and/or moving between food handling areas
- personal clothing maintenance, laundering and storage requirements
- appropriate bandages and dressings to be used when undertaking food handling
- recording/reporting requirements and responsibilities for workplace food safety.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food or beverage processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - appropriate personal protective equipment and clothing
- specifications:
  - food safety information relating to the workplace, including a food safety program outlining food safety hazards and control methods
  - work instructions and procedures, including for cleaning and sanitation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFSY2002 Apply food safety procedures

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to maintain food safety, workplace cleanliness and personal hygiene, and conduct work tasks where work involves operation of production and/or packaging equipment and processes.

This unit applies to individuals who participate in and comply with safety programs in the food processing sector. It does not apply to the pharmaceutical industry.

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Pre-requisite Unit

Nil

Unit Sector

Food Safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement the food safety program	1.1 Identify food handling requirements of the work task 1.2 Carry out food handling, and control food safety hazards according to the food safety program 1.3 Report any incident where food safety control requirements, including for food allergens, are not met, and take corrective action as

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	directed 1.4 Record food safety information to meet requirements of the food safety program 1.5 Maintain workplace cleanliness and sanitisation to meet workplace standards 1.6 Conduct work to comply with workplace environmental guidelines
2. Participate in maintaining and improving food safety	2.1 Monitor work area, materials, equipment and product to ensure compliance with food safety requirements 2.2 Identify and report processes, practices or conditions that could result in a food safety breach, and take corrective action as directed 2.3 Report food safety issues to supervisor
3. Comply with personal hygiene standards	3.1 Ensure personal hygiene meets the requirements of the food safety program 3.2 Report health conditions and illness as required by the food safety program 3.3 Wear appropriate clothing and footwear for the food handling task 3.4 Move around the workplace in compliance with the food safety program

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information relating to food safety and environmental guidelines
Numeracy	• Monitor and interpret food safety information and data

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY2002 Apply food safety procedures	FBPFSY2001 Implement the food safety program and procedures	Title updated to better reflect work task Minor changes to Performance Criteria for clarity Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFSY2002 Apply food safety procedures

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively implemented the food safety program and procedures on two separate occasions in a food processing and/or food packaging environment, including:

- identifying own responsibilities with regard to food safety, including food allergen management
- identifying food safety risks in the workplace, and the control measures used to manage them
- applying control measures in own work
- monitoring compliance with food safety standards
- identifying and acting on non-compliances.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- sources of information and expertise on procedures and responsibilities for food safety relating to own work
- basic concepts of critical control point (CCP)-based food safety, including identification of hazards that are likely to occur, establishing appropriate methods of control and confirming that controls are met
- food safety management arrangements in the workplace, including:
  - workplace policies and procedures to implement responsibilities
  - the relationship between the quality system and the food safety program
  - the role of internal and external auditors
  - procedures followed to investigate contamination and cross-contact allergenic events
- Food Standards Code and why it exists, relevant to work role

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- good manufacturing practices (GMP) relevant to work role
- state/territory food legislation, relevant to workplace
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area
- handling and storage requirements of ingredients, materials and products handled and used
- methods used to monitor that food safety is under control, including the purpose of sampling
- action required in the event of non-compliance (corrective action is typically described in the food safety program and/or related workplace information)
- purpose of keeping records, and the recording requirements of the food safety program
- methods used in the workplace to isolate or quarantine food that may be unsafe or non-conforming
- product and ingredient recall procedures where required by work responsibilities
- personal protective clothing and footwear, clothing maintenance, laundering and storage requirements
- housekeeping requirements and responsibilities relating to own work, and use and storage of housekeeping/cleaning equipment where relevant
- procedures to follow in the event of pest sighting or discovery of infestation
- purpose and importance of cleaning and sanitisation procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food or beverage processing workplace or an environment that accurately represents actual workplace conditions
- resources, equipment and materials:
  - food safety information relating to the workplace, including a food safety program outlining food safety hazards and control methods
  - personal protective equipment and clothing
- specifications:
  - work instructions and procedures relevant to work task
  - cleaning and sanitisation policies and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFSY2003 Maintain food safety when loading, unloading and transporting food

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to maintain food safety when loading and transporting temperature-sensitive ingredients and products.

This unit applies to loading, unloading and transport activities where the transport operator does not have direct physical contact with food.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Food Safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to transport food	1.1 Confirm work instructions and clarify where required 1.2 Identify health and safety hazards and report to supervisor 1.3 Wear appropriate personal protective clothing and equipment and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	ensure correct fit 1.4 Confirm that food storage vehicles, containers and receptacles are appropriate for use 1.5 Prepare food storage vehicles and containers and receptacles for use according to workplace procedures and safety and food safety requirements 1.6 Follow hand washing and disinfecting procedures according to food safety requirements
2. Load, unload and transport food safely	2.1 Load and secure food to meet transportation and temperature control requirements according to workplace procedures and food safety requirements 2.2 Monitor food safety critical control points (CCPs) and measures to ensure that food safety is maintained during transport 2.3 Report incidents where food safety control requirements are not met, and take corrective action as directed 2.4 Unload food according to workplace procedures and transportation and temperature control requirements 2.5 Record food safety information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Check cleaning records • Interpret food safety and health and safety requirements
Numeracy	• Assemble and sort product • Interpret temperature scales and charts (°C) • Estimate weights of product (g, kg, T) and volume (L, hL)

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY2003 Maintain food safety when loading, unloading and transporting food	FBPOPR2012 Maintain food safety when loading, unloading and transporting food	Sector code of unit updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPFSY2003 Maintain food safety when loading, unloading and transporting food

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has maintained food safety when loading, unloading and transporting food for at least one delivery of temperature-sensitive ingredient or product, including:

- applying safe work practices
- completing records accurately.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls, including the purpose and limitations of protective clothing and equipment
- food safety critical control points (CCPs) in the loading/unloading and transportation of food materials and product, and related methods of control
- characteristics of food transported and related transport environment requirements
- key requirements of the Food Standards Code in relation to product transported
- microbiological, physical, chemical and allergenic hazards that can occur when loading, transporting and unloading food, appropriate to nature and method of food transported, including the types of hazards likely to occur, the conditions under which they occur, and possible consequences
- methods and procedures used to control food safety hazards (this depends on the type of controls and equipment used), including the purpose and operation of equipment procedures in place to maintain food safety, and workplace records, such as temperature control charts and cleaning and sanitisation records
- procedures used to confirm that transportation and related food safety equipment is operational and appropriate for use, such as equipment capacity to maintain a given temperature environment appropriate to the food product

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- cleaning and sanitisation requirements for maintaining food safety when loading, unloading and transporting food
- potential for cross-contamination resulting from location in proximity to other food or non-food items that are transported, where contamination by osmosis is a possibility.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - workplace information, including temperature charts and cleaning records
  - personal protective clothing and equipment
  - food storage vehicles, containers and receptacles
  - food ingredient and/or product to be loaded/unloaded and transported
- specifications:
  - work procedures relevant to loading/unloading and transportation, including advice on required temperature parameters to be maintained
  - food safety requirements
  - loading/unloading and transport advice/schedules
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFSY3003 Monitor the implementation of food safety and quality programs

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to provide a leadership role in supporting day-to-day implementation of the food safety (including food allergen management) and quality programs and procedures in a work area.

The unit applies to individuals who monitor, maintain and oversee quality standards and food safety programs, and take corrective action in response to non-compliance. It does not apply to the pharmaceutical industry.

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Pre-requisite Unit

Nil

Unit Sector

Food Safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Ensure others in the work area are able to meet food safety and quality requirements	1.1 Ensure appropriate personal protective clothing and equipment is available, functional and fits correctly 1.2 Confirm that information on food safety and quality responsibilities and procedures is current, accessible and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	communicated to others in the work area 1.3 Confirm that information about identified hazards and the outcomes of risk assessment and risk control procedures is accessible and communicated to others in the work area 1.4 Confirm that mentoring and coaching support is available to support individuals and groups to implement safe food handling and quality procedures
2. Monitor compliance of food safety and quality standards in the work area	2.1 Confirm that work procedures in the work area are clearly defined, documented and followed 2.2 Identify deviation from procedures, and report and address within level of responsibility 2.3 Ensure that staff behaviour is consistent with workplace policies and procedures that support food safety and quality 2.4 Identify and report food safety and quality hazards 2.5 Record food safety and quality information 2.6 Conduct work to comply with workplace environmental guidelines
3. Take corrective action in response to food safety and quality non-compliance	3.1 Implement workplace procedures for responding to food safety and quality non-compliance 3.2 Investigate hazardous events to identify cause 3.3 Implement control measures to prevent recurrence and minimise risks of hazardous events
4. Improve food safety and quality in the work area	4.1 Identify opportunities for improving food safety and quality, and raise with relevant personnel 4.2 Contribute to revising procedures to support effective control of quality and food safety hazards 4.3 Communicate improvements to team members

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Learning	• Use problem-solving skills to investigate non-conformance, and revise procedures where necessary
Reading	• Interpret food safety program • Interpret workplace food safety practices and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY3003 Monitor the implementation of food safety and quality programs	FBPFSY3001 Monitor the implementation of quality and food safety programs	Unit title updated Minor changes to Performance Criteria for clarity Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPFSY3003 Monitor the implementation of food safety and quality programs

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively monitored the implementation of food safety and quality programs on two different occasions, including:

- confirming food safety and quality program requirements, risks and control measures of the work area
- confirming that control measures are in place and that personnel in the work area are equipped and informed to implement programs, including controls for managing allergens
- identifying, addressing and following up on non-compliances
- identifying causes of non-compliance
- conducting risk assessments and recommending responsive actions
- providing support to others to implement the food safety and quality programs
- completing and maintaining documentation, including observations and test results.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- procedures and responsibilities for food safety relevant to the workplace
- principles of a critical control point (CCP) analyses approach to managing food safety, including identifying hazards that are likely to occur, establishing appropriate methods of control, and confirming that controls are met
- Food Standards Code and its purpose, relevant to work role
- state/territory food legislation, relevant to workplace
- consumer legislation, relevant to food
- food quality requirements relevant to workplace
- basic concepts of food safety and quality assurance, including hazards, risk assessment and control methods

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- methods to manage and support food safety and quality in the workplace, including systems for maintaining and updating documents, including operating procedures and specifications
- personal protective clothing and footwear, clothing maintenance, laundering and storage requirements
- procedures to follow in the event of pest sighting or discovery of infestation
- purpose and importance of cleaning and sanitisation procedures
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- suitable standard for materials, measuring devices, equipment and utensils used in the work area
- properties of food and ingredients used that affect food safety, including an understanding of related storage, processing and handling requirements
- options for responding to non-compliance, including legal responsibility, risk management and cost/implications of different responses, and level of responsibility for decision-making
- waste collection, recycling, handling and disposal, including handling/disposal requirements for different types of waste, including hazardous waste
- traceability requirements relevant to the food items produced
- recall procedures within level of responsibility
- documentation system and procedures, including recordkeeping to meet both company and legal requirements, procedures for developing and/or reviewing workplace procedures, and document control systems used in the workplace
- internal and external auditing arrangements, roles and responsibilities as they relate to own work responsibilities
- appropriate communication skills and techniques to convey information on food safety and quality requirements to others in the workplace.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food or beverage processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - reporting and monitoring systems
- specifications:
  - food safety program for the work area that identifies critical control points, control measures and corrective actions
  - quality policy, system and procedures

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- relationships:
  - interactions with work team and supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPFSY3004 Participate in traceability activities

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to participate in traceability and product recall activities to track food through all stages of production, processing and distribution. Participation in these activities allows for the withdrawal or recall of products that have been identified as unsafe or unsuitable, which includes cross-contact with food allergens and erroneous addition of food allergens.

The unit applies to individuals who work in operational roles in food and/or beverage processing.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Food Safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for traceability or recall activity	1.1 Receive work instructions for traceability activity, including the reason for the activity, and clarify where required

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify the product to be tracked 1.3 Identify system used to document traceability of products 1.4 Identify the label, specification and/or unique identifier for the product 1.5 Confirm own role and responsibilities in team activity
2. Work with others to track product details	2.1 Track product through storage, distribution and packaging records 2.2 Track processing of product through batch records and processing records, including any rework or overrun ingredients used 2.3 Track product ingredients through raw material and ingredient storage records, records of receival of raw materials and ingredients, and ingredient specifications 2.4 Present details of product traceability to team and/or supervisor
3. Work with team to identify flaws and improvements	3.1 Identify any mislabelling or processing details that are not represented on the product label or specification 3.2 Make recommendations according to workplace procedures to rectify product traceability details to ensure accuracy and efficient recall

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Track and problem-solve issues that arise with traceability
Reading	• Interpret traceability records and ingredient specifications
Oral communication	• Listen to instructions and clarify where required
Numeracy	• Complete mass balance calculations • Measure volume or quantity of product

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY3004 Participate in traceability activities	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFSY3004 Participate in traceability activities

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has participated in a team to identify the traceability of at least one processed food or beverage product, including at least two of the following:

- raw materials
- additives
- processing
- packaging.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of traceability
- traceability requirements for food businesses identified in the Food Standards Code, particularly Standard 3.2.2 and any standards relevant to the items produced at the organisation
- workplace requirements to ensure that food does not become unsafe or unsuitable, including for those with food allergies
- the requirement to be able to track food products one step forward and one step back at any point in the supply chain
- the concept of mass balance and the requirement to account for all quantities of raw materials, waste, work in progress and finished product
- traceability framework or system used within the organisation, and the requirement for food businesses to be able to recall unsafe food through readily accessible records that include:
  - reason for a recall
  - production records

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- mass balance records
- what products are manufactured or supplied
- volume or quantity of products manufactured or supplied
- batch or lot identification (or other markings)
- where products are distributed
- any other relevant production records.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food or beverage processing, production or retail workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - food or beverage products
- specifications:
  - food and ingredient labels or specifications
  - food/ingredient packaging
  - workplace production records
  - guidelines for traceability
- relationships:
  - team members
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFSY3005 Control contaminants and allergens in food processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to control food safety risks, including physical, chemical, microbiological and allergen risks, at a food processing facility, including raw materials, incoming goods, inputs and auxiliary materials and packaging.

This unit applies to individuals who take responsibility for operations in a food or beverage processing environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Food Safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess physical risks	1.1 Identify types and sources of physical contamination at the food

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
to food processing	processing site 1.2 Identify risks of physical contamination to food processing, product and consumer 1.3 Assess workplace procedures and practices to determine level of risk for physical contaminants, and identify opportunities for improvement 1.4 Identify control measures to eliminate or reduce risks of physical contamination
2. Assess chemical risks to food processing	2.1 Identify types and sources of chemical contamination at the food processing site 2.2 Identify risks of chemical contamination to food processing, product packaging and consumer 2.3 Assess workplace procedures and practices to determine level of risk for chemical contaminants, and identify opportunities for improvement 2.4 Identify control measures to eliminate or reduce risks of chemical contamination
3. Assess microbiological risks to food processing	3.1 Identify types and sources of microbiological contamination at the food processing site 3.2 Identify risks of microbiological contamination to food processing, product and consumer 3.3 Assess workplace procedures and practices to determine level of risk for microbiological contaminants, and identify opportunities for improvement 3.4 Identify control measures to eliminate or reduce risks of microbiological contamination
4. Assess allergenic risks to food processing	4.1 Identify types and sources of allergens at the food processing site 4.2 Identify risks of allergens to food processing, product and consumer 4.3 Assess workplace procedures and practices to determine level of risk for allergens, and identify opportunities for continuous improvement 4.4 Identify control measures to eliminate or reduce allergenic risks
5. Implement control measures to manage food	5.1 Implement control measures to minimise contaminants and allergens as part of work operations

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
safety risks	5.2 Identify corrective actions and conditions for implementation 5.3 Identify and complete reporting and documentation associated with controls, as required 5.4 Conduct control measures in accordance with workplace environmental guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read and interpret food safety program requirements • Interpret workplace food safety practices, procedures and control measures
Writing	• Record results of inspection, sampling and testing • Report contamination and allergen risk
Oral communication	• Use effective methods to communicate with team members, including active listening, asking for clarification, providing clear instructions and seeking advice from supervisor
Numeracy	• Monitor and interpret gauges and scales

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY3005 Control contaminants and allergens in food processing	FBPOPR3001 Control contaminants and allergens in the workplace	Unit sector code updated to better match work task Prerequisite removed Elements reordered Minor changes to Knowledge Evidence and	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Assessment Conditions	

Links

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Assessment Requirements for FBPFSY3005 Control contaminants and allergens in food processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has implemented controls to eliminate physical, chemical, microbiological and allergenic risks for at least one food processing site or food processing line.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the purpose and intent of food safety legislation and control measures for physical, chemical, microbiological and allergenic risks
- roles and responsibilities for development and maintenance of the control measures
- food processing methods used at the site or work area, and the risks to food safety
- sources of technical expertise on contaminants and allergens
- the role of control measures in the food safety program
- documentation relating to the food safety program, including process flow diagrams, hazard analysis charts and tables, support program requirements, data analysis reports, corrective action reports and verification reports
- main types of food safety hazards likely to occur given the type of product and processing methods used
- acceptable control methods for the hazards identified, and required corrective action when control requirements are not met
- Food Standards Code in relation to product and site
- foods most likely to prompt allergic reactions
- ways to identify the presence of allergens in raw materials, ingredients and processing aids

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- recording requirements to support communication and monitoring of the food safety program, including procedures for maintaining and updating relevant documents, including operating procedures
- validation and verification processes, techniques and responsibilities to control contaminants and allergens in the workplace.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food or beverage processing workplace or an environment that accurately represents a food processing workplace
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on monitoring requirements, control methods and corrective action for risks
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFSY4001 Supervise and maintain a food safety plan

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to maintain and implement a hazard analysis critical control point (HACCP) based food safety plan. It includes the ability to monitor the implementation of a food safety plan, to revise, verify and validate the system, and to respond to audit findings for the system.

This unit applies to individuals who monitor and maintain a food safety plan in the workplace.

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Pre-requisite Unit

Nil

Unit Sector

Food Safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Review the existing food safety plan	1.1 Collect data and results from critical control point (CCP) records to verify the food safety system 1.2 Identify major and minor non-conformances to the food safety

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	plan 1.3 Monitor critical control points to confirm performance 1.4 Analyse problem areas and suggest corrective actions and strategies to prevent recurrence of the problem 1.5 Document required amendments to the food safety plan 1.6 Report recommendations and amendments to appropriate personnel
2. Communicate the requirements of the food safety plan	2.1 Explain food safety principles, food safety procedures and requirements, including regulatory requirements, to the team 2.2 Develop commitment to and responsibility for food safety through work team communication 2.3 Define, document and implement procedures to support the food safety plan 2.4 Provide training and mentoring to the team to assist implementation
3. Monitor the implementation of the food safety plan	3.1 Monitor team's implementation of the food safety plan 3.2 Monitor personal behaviour, including hygiene, housekeeping and use of clothing and equipment, and correct where necessary 3.3 Complete and maintain records and reports 3.4 Take prompt action to correct non-conformance 3.5 Identify and analyse causes of non-conformance 3.6 Implement control measures to prevent future non-conformance 3.7 Report non-conformance to appropriate personnel
4. Maintain the food safety plan	4.1 Seek feedback from all personnel to identify potential hazards, corrective actions and controls 4.2 Identify processes or conditions that could result in breaches of food safety procedures, and take preventive or corrective action 4.3 Update corrective action and control procedures to improve food safety 4.4 Complete safety plan documentation

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety program • Interpret workplace food safety practices and procedures
Oral communication	• Select and use appropriate communication strategies to interact effectively with team and supervisor
Get the work done	• Use problem-solving skills to investigate non-conformance, and revise procedures where necessary

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY4001 Supervise and maintain a food safety plan Release 2	FBPFSY4001 Supervise and maintain a food safety plan Release 1	Minor changes to knowledge evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFSY4001 Supervise and maintain a food safety plan

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively supervised and maintained a critical control point (CCP) food safety program in a food processing environment, working with a small team on at least one occasion, including:

- reviewing a food safety plan for a food processing operation
- communicating the requirements of a food safety plan to workers
- demonstrating safe food handling work practices
- completing records and reports related to the implementation of food safety
- responding to non-compliances and taking corrective actions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Food Standards Code and relevant food legislation
- current technical and process knowledge required to participate in investigations of food safety/quality hazards, risks and incidents
- common microbiological, physical and chemical hazards to food safety, and related control methods
- the way changes in equipment and/or processing methods can affect food safety hazards and level of risk
- the objectives of a hazard analysis critical control point (HACCP) based food safety program
- the steps in the development of a CCP-based food safety plan
- the steps in the systematic introduction of a HACCP-based food safety program

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- workplace recall and traceability procedures
- purpose of the CCP development and review process
- the document controls associated with a procedure change
- the purpose of standard operating procedures and work instructions
- the process of auditing and verifying a HACCP-based food safety program
- the importance of role-modelling good personal hygiene, safe food handling and quality procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - food processing equipment
  - methods and related software systems for collecting data, analysing data and compiling a report
- specifications:
  - workplace operating procedures
  - a CCP-based food safety plan for the food processing workplace
- relationships:
  - interactions with work team and supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPFSY4003 Perform an allergen risk review

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to perform an allergen risk review to establish the likelihood of allergens or cross-allergens being present in food and/or beverage products.

The unit applies to individuals who work in food and/or beverage processing sites and who have responsibility for managing or investigating the allergen status of food and/or beverage products.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Food Safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the regulatory requirements and obligations to produce	1.1 Identify food safety legislation and regulations relevant to identifying allergens in product and process 1.2 Access and interpret industry guidance documents to identify

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
safe food	allergens in product 1.3 Access and interpret workplace requirements for controlling allergens 1.4 Identify foods that must be declared on food labels
2. Review allergens in raw materials and incoming goods	2.1 Identify presence of allergens in storage or processing of raw materials 2.2 Identify presence of allergens in storage or processing of incoming goods 2.3 Identify opportunities for the allergen ingredient to have cross-contact with other ingredients or products 2.4 Consider the form of cross-contact to inform subsequent control/s 2.5 Consider the amount of cross-contact to inform subsequent control/s
3. Review allergens at facility and within processing	3.1 Identify allergen-containing ingredients 3.2 Identify opportunities for the allergen-containing ingredient to have cross-contact with other ingredients or products at any stage of processing, handling or storage 3.3 Consider the form of cross-contact to inform subsequent control/s 3.4 Consider the amount of cross-contact to inform subsequent control/s
4. Eliminate and reduce allergens	4.1 Investigate whether any identified intentionally added or cross-contact allergens can be eliminated or reduced 4.2 Troubleshoot engineering and/or cleaning options to reduce the risk of allergen cross-contact 4.3 Document and implement allergen risk controls
5. Analyse food and environmental samples for allergens	5.1 Identify the appropriate sampling points and testing methodology for process and product 5.2 Take samples of product for allergen testing according to workplace requirements 5.3 Identify allergen analysis suitable for products 5.4 Conduct basic manufacturing-based tests on samples to identify allergens 5.5 Interpret results of tests to inform risk controls and declaration

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements
6. Validate and verify control measures	6.1 Verify the allergen control measures are suitable 6.2 Validate the control measure, including cleaning procedures, to ensure allergens are controlled

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret materials and ingredient specifications, and identify known allergens
Numeracy	• Interpret unit measures in test results (such as protein vs commodity) • Use allergen unit measures – milligram per kilogram (mg/kg) or parts per million (ppm)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY4003 Perform an allergen risk review	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFSY4003 Perform an allergen risk review

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has performed at least one allergen risk review at a food processing site, including:

- determining absence or presence of allergens and cross-contact allergens
- troubleshooting options to reduce and eliminate allergens and cross-contact allergens
- identifying known allergens that must be declared to consumers.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- reasons to manage food allergens
- different types of allergic reactions (dermal, gastrointestinal, respiratory, circulatory), including anaphylaxis
- the difference between a food allergy, food intolerance and hypersensitivity
- legal requirement to produce food that is safe for human consumption
- requirements for truth in labelling under Australian Consumer Law
- definition of cross-contact as a residue or other trace amount of a food allergen that is unintentionally incorporated into another food
- how cross-contact occurs, which can be from ingredients, raw materials, personnel, inadequate cleaning of equipment, or concurrent and/or co-located plants
- validated tests for identifying allergens
- typical, basic manufacturing-based allergen tests and their purpose, including:
  - ATP (adenosine triphosphate) test kits used as a general indicator of sanitation
  - protein swabs
  - lateral flow devices (LFD) or strip tests used to screen for presence of low level allergens in cleaning rinses and on surfaces

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- typical allergen laboratory tests and their purpose:
  - enzyme-linked immunosorbent assay (ELISA) laboratory kits
  - liquid chromatography mass spectrometry (LC–MS)
  - polymerase chain reaction (PCR)
- units used for reporting results of laboratory tests, including differences between quantitative and qualitative
- developing a baseline of allergen cross-contact
- typical sampling methods
- ongoing sampling plan
- how an allergen risk review sits within the context of a Voluntary Incidental Trace Allergen Labelling (VITAL) Program
- substances that require mandatory declaration if present in food, according to Australia and New Zealand Food Standards Code (Section 1.2.3–4), including peanuts, tree nuts, milk, eggs, sesame seeds, fish and shellfish, soy, lupin and wheat
- industry references to guide best practice management of allergens in food
- how allergens are dealt with according to the hazard analysis and critical control point (HACCP) principles, for the location.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents a food processing workplace
- resources:
  - food and/or beverage processing plant
  - raw materials, ingredients, additives, processing aids
  - sample products
- specifications:
  - sample and test methods
  - work procedures, including advice on safe work practices and food safety requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFSY4004 Provide accurate food allergen information to consumers

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to communicate information about allergens in food and beverage products to consumers, including on labels, packaging and product declarations.

The unit applies to individuals who work in food and/or beverage processing sites and who have responsibility for communicating information about allergens included in products to consumers and suppliers.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

FBPFSY4003 Perform an allergen risk review

Unit Sector

Food Safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the regulatory requirements and	1.1 Identify food safety legislation and regulations relevant to

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
obligations to identify allergens in food	labelling allergens in food 1.2 Identify industry best practice guidelines to declare allergens in food products 1.3 Access and interpret workplace requirements for controlling allergens 1.4 Identify requirement to protect consumers from allergens 1.5 Identify the process to ensure current legislation and regulations are being adhered to
2. Identify presence of allergens	2.1 Use standardised allergen risk assessment process to identify allergens and cross-contact allergens in food products 2.2 Identify the intentionally added allergens to be declared
3. Prepare accurate information for packaged products	3.1 Generate ingredient list for products in line with legislation and best practice allergen labelling guidelines 3.2 Generate allergen summary statement in line with legislation and best practice allergen labelling guidelines 3.3 Generate a risk-based precautionary allergen statement, as required for product and in line with industry best practice allergen labelling guidelines 3.4 Identify labelling requirement differences between packaged and non-packaged bulk products

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Access and interpret regulatory requirements and industry best practice guidelines for labelling allergens
Writing	• Prepare accessible, straightforward information for food labels in line with industry best practice guidelines
Numeracy	• Interpret unit measures included in test results • Use allergen unit measures – milligram per kilogram (mg/kg) or

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Skill	Description
	parts per million (ppm) of protein

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY4004 Provide accurate food allergen information to consumers	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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Assessment Requirements for FBPFSY4004 Provide accurate food allergen information to consumers

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has provided accurate food allergen information to meet regulatory and industry best practice guidelines, for at least:

- one packaged food and/or beverage product (with a label on product)
- and one non-packaged food and/or beverage product (with a product declaration, which may cover multi-packs or bulk products).

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- reasons to communicate information about food allergens
- substances that require mandatory declaration if present in food, according to Australia and New Zealand Food Standards Code (Section 1.2.3–4) including peanuts, tree nuts, milk, eggs, sesame seeds, fish and shellfish, soy, lupin and gluten (including the source of gluten)
- requirements for truth in labelling under Australian Consumer Law
- Food Industry Guide to Allergen Management and Labelling
- standardised allergen risk assessment processes for the food industry, such as Voluntary Incidental Trace Allergen Labelling (VITAL)
- VITAL Best Practice Labelling Guide (for Australia and New Zealand)
- substances that do not require mandatory declaration on labels, according to the Food Standards Code
- units of measurement used for reporting results of laboratory tests for allergens
- plain English for food labels and declarations.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food or beverage processing workplace or an environment that accurately represents workplace conditions
- resources:
  - sample food and/or beverage product to have allergen declared on label
  - sample bulk or multi-packed food and/or beverage product to have allergen declaration (not physically attached to product)
- specifications:
  - regulatory requirements and industry best practice guidelines for allergen risk assessment and declaring allergens in food and/or beverages.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFSY4005 Conduct a traceability exercise

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to supervise a team to conduct a traceability exercise, or mock recovery, to track any food through all stages of ingredient receival, production, processing and distribution. This allows for the withdrawal or recall of products that have been identified as unsafe or unsuitable. Running a traceability exercise is a check of the tracking system.

The unit applies to individuals who work in supervisory or compliance roles in food and/or beverage processing.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Food Safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for traceability exercise	1.1 Identify regulatory requirements for tracking processed food or beverages

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify the product to be tracked or recalled 1.3 Identify the label, specification and/or unique identifier for the product 1.4 Identify system used to document traceability of products 1.5 Brief team members on purpose of exercise and requirements for each individual
2. Oversee tracking of product	2.1 Track product through ingredient receival, storage, distribution and packaging records 2.2 Track processing of product through batch records and processing records, including any rework or overrun ingredients used 2.3 Track product ingredients through raw material and ingredient storage records, records of receival of raw materials and ingredients, and ingredient specifications 2.4 Gather team and collate information provided by team members 2.5 Present overview of product traceability exercise records to team and manager
3. Identify improvements to tracking	3.1 Identify any mislabelling or processing details that are not represented on the product label or specification 3.2 Make recommendations to rectify product traceability details to ensure accuracy and efficient recall

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Track and problem-solve issues that arise with traceability
Reading	• Interpret traceability records and ingredient specifications
Writing	• Document traceability details of product
Oral communication	• Instruct team members about individual role requirements

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Skill	Description
	• Effectively coordinate team activities • Present information to superiors using appropriate method and tone

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY4005 Conduct a traceability exercise	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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Assessment Requirements for FBPFSY4005 Conduct a traceability exercise

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has supervised a team to conduct a traceability exercise for at least one processed food or beverage product, including details of:

- raw materials received
- additives
- storage
- processing
- packaging
- dispatch.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of traceability
- traceability requirements for food businesses identified in the Food Standards Code, particularly Standard 3.2.2 and any standards relevant to the items produced at the organisation
- workplace requirements to ensure that food does not become unsafe or unsuitable
- the concept of mass balance and the requirement to account for all quantities of raw materials, waste, work in progress and finished product
- the requirement to be able to track food products one step forward and one step back at any point in the supply chain
- traceability framework or system used within the organisation, and the requirement for food businesses to be able to recall unsafe food through readily accessible records that include:
  - production records

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    - mass balance records
    - what products are manufactured or supplied
    - volume or quantity of products manufactured or supplied
    - batch or lot identification (or other markings)
    - where products are distributed
    - any other relevant production records
- food with specific traceability requirements (Chapter 4 of the Food Standards Code)
- food identification labelling/information requirements for food for retail and non-retail sale
- effective communication methods to facilitate team activities
- effective information presentation methods.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a food or beverage processing, production or retail workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - food or beverage products
- specifications:
    - food and ingredient labels or specifications
    - food/ingredient packaging
    - workplace production records
    - guidelines for traceability
- relationships:
    - team members
    - manager.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFSY5002 Develop an allergen management program

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to develop a food allergen management program, which is a site-specific, systematic approach to identifying and controlling allergens in a food processing plant. The program incorporates the collective procedures, policies and practices that are implemented to control allergens in the facility and encompasses the whole supply chain.

This approach to allergen risk management may contribute to a hazard analysis critical control point (HACCP) program.

The unit applies to individuals who have responsibility for managing allergens and in ensuring the food business meets food safety, quality and legal requirements.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Food Safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify legislative requirements and assemble a cross-function team	1.1 Identify food safety legislation and regulations relevant to identifying allergens in product and process 1.2 Access and interpret industry guidance documents to identify allergens in product 1.3 Identify team members to participate in the development of the allergen management program 1.4 Ensure team members collectively have knowledge of all parts of business and all aspects of the food product supply chain
2. Plan and prepare for allergen management	2.1 Identify procedures to identify and manage allergens across all areas of business, including new allergens that may be introduced through new products 2.2 Identify procedures to manage cross-contact allergens 2.3 Set targets for the management of allergens 2.4 Validate the control measures, including cleaning procedures, to ensure allergens are controlled 2.5 Verify the allergen control measures are suitable
3. Document and monitor allergen management program	3.1 Review and finalise documentation of work procedures to support allergen management 3.2 Document the allergen management program 3.3 Maintain allergen management records, including collection of continuous monitoring data 3.4 Monitor data to identify opportunities to improve allergen risk controls 3.5 Identify and resolve anomalies in data in consultation with cross-function team 3.6 Update documented allergen management program to incorporate continuous improvements
4. Ensure staff are trained to manage allergen risks	4.1 Review staff awareness of allergen risks to identify gaps in skills and knowledge 4.2 Plan training to ensure food allergen risks are controlled 4.3 Implement training for staff to ensure they are equipped with knowledge and skills to contribute to allergen management

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Review and develop work policies and procedures using appropriate language and format
Numeracy	• Interpret unit measures in test results • Use allergen unit measures – milligram per kilogram (mg/kg) or parts per million (ppm) of protein

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY5002 Develop an allergen management program	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFSY5002 Develop an allergen management program

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has developed, implemented and monitored an allergen management program for at least one processed product at one food processing site, which includes at least one known (declared) allergen with opportunities for cross-contact.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- legal requirement to produce food that is safe for human consumption
- requirements for truth in labelling under Australian Consumer Law
- areas of business that should be included in allergen management, from receival of raw materials and goods, storage, premises and equipment layout, batch assembly, processing, testing, cleaning, labelling, packaging and distribution, new product development, approved supplier program (vendor assurance), engineering and maintenance
- other food safety management systems used in the workplace, including hazard analysis critical control point (HACCP) and good manufacturing practices (GMP)
- key areas for staff training in allergen risk management, including:
  - receipt and storage of raw materials
  - avoiding cross-contact of non-allergenic ingredients with allergenic materials, or between different allergenic ingredients
  - production scheduling
  - equipment and premises design
  - GMP, such as cleaning procedures, control of rework
  - post-manufacturing controls
  - new product development

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- how an allergen management program sits within the context of a Voluntary Incidental Trace Allergen Labelling (VITAL) Program
- units used for reporting results of laboratory tests, including differences between quantitative and qualitative
- typical sampling methods
- ongoing sampling plans
- team leadership techniques
- industry references to guide best practice management of allergens in food.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents a food processing workplace
- resources:
  - food and/or beverage processing plant
  - raw materials, ingredients, additives, processing aids
  - sample products
- specifications:
  - work procedures, including advice on allergen management
- relationships:
  - food processing team members representing different parts of the business.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFSY5003 Design a traceability system for food products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to design a traceability system to track any food through all stages of production, processing and distribution. This system allows for the efficient withdrawal or recall of products that have been identified as unsafe and is a requirement under Food Standards Australia and New Zealand (FSANZ).

This unit applies to individuals who are responsible for food product development and who undertake roles in product design, quality assurance or production management.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Food Safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Research traceability requirements and systems	1.1 Identify food and/or beverage product to be tracked 1.2 Identify regulatory and industry requirements for tracking

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	processed food or beverages 1.3 Investigate traceability systems available on the free market, and assess their suitability for food product 1.4 Investigate the development of a customised system to track product
2. Develop and test system	2.1 Devise system to track details of food item, including supply of product ingredients and/or raw materials, processing details, packaging and distribution 2.2 Test system by conducting a traceability exercise to ensure product and ingredients can be identified through recall 2.3 Adjust system details to ensure efficient recall of product 2.4 Ensure system meets the requirements of the Food Standards Code for specified product

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Problem-solve issues that arise with traceability
Reading	• Interpret regulatory and industry traceability requirements
Writing	• Determine product and ingredient details for labels and/or product specifications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY5003 Design a traceability system	Not applicable	The unit has been created to address a skill or task	Newly created

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for food products		required by industry that is not covered by an existing unit	

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Assessment Requirements for FBPFSY5003 Design a traceability system for food products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has designed a traceability system for at least one manufactured food or beverage product, that includes identification of records for:

- production
- supplied ingredients and/or materials
- volume or quantity of products manufactured or supplied
- batch or lot identification (or other markings)
- where products are distributed
- any other relevant production records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- traceability requirements for food businesses identified in the Food Standards Code, particularly Standard 3.2.2 and any standards relevant to the items produced at the organisation
- the requirement for food businesses to be able to recall unsafe food through readily accessible records that include:
  - production records
  - what products are manufactured or supplied
  - volume or quantity of products manufactured or supplied
  - batch or lot identification (or other markings)
  - where products are distributed
- specific traceability requirements of food or beverage produced at the organisation
- different types of traceability systems used in the food processing environment, including bar codes, radio frequency identification, paper-based systems

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- industry and government initiatives for improving traceability systems
- consumers' requirement to know more about the products they buy, including information about:
  - food safety
  - animal and plant pest and disease status
  - provenance
  - authenticity
  - social matters such as sustainability and animal/worker welfare practices.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food or beverage processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - food or beverage products
- specifications:
  - food and ingredient labels or specifications
  - food/ingredient packaging
  - workplace production records
  - guidelines for traceability.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFSY5004 Plan to mitigate food fraud

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to develop a plan to mitigate food fraud, and manage the vulnerabilities to the supply chain for processed foods.

This unit focuses on food fraud as a deception for economic gain, concerned with incidents such as counterfeiting, adulteration, smuggling, stolen goods, dilution and mislabelling. It incorporates conducting a food fraud assessment (vulnerability assessment and critical control points, or VACCP).

This unit applies to individuals who are responsible for managing supply chains for processed food or who assure quality and safety of food products.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Food Safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Describe the product	1.1 Identify team members who will contribute to the food fraud

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and scope for the plan	assessment 1.2 Identify food product to form the basis of the assessment 1.3 Obtain the appropriate raw material, ingredient and product knowledge
2. Gather information about raw materials	2.1 List all raw materials included in processed product 2.2 Identify country of origin, supplier, source manufacturer, and pricing trends for each raw material 2.3 Identify known sampling and testing activities for each raw material
3. Collect information on producers and suppliers	3.1 List all producers and suppliers of raw materials, including brokers and/or agents 3.2 Gather information on each supplier and/or producer, including certifications 3.3 Cross-check information to ensure certifications are valid and current
4. Conduct a risk assessment of the raw materials in the supply chain	4.1 Identify vulnerabilities and risks of food fraud within the raw material supply chain, including suppliers 4.2 Assess the risk to identify the likelihood of adulteration or food fraud event and its impact 4.3 Plan detection methods and control measures to mitigate the identified risk 4.4 Document the risk assessment of each raw material in the supply chain
5. Monitor ongoing risks and vulnerabilities	5.1 Develop procedures for conducting regular risk assessments 5.2 Conduct horizon scanning to identify trends and emerging issues that could increase the likelihood of food fraud for a particular raw material 5.3 Record outcomes of review and action trigger points

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Analyse food fraud risks, and problem-solve controls
Reading	• Interpret food fraud data, research and initiatives
Numeracy	• Recognise trends in numerical data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY5004 Plan to mitigate food fraud	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFSY5004 Plan to mitigate food fraud

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has carried out a vulnerability assessment on at least one processed food product, and planned to mitigate the risks associated with food fraud for that product.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- international trends, standards and compliance systems used to ensure the supply of safe, quality food and beverages
- market requirements for identifying food fraud, including certification information for suppliers, producers and products
- information on raw material supply chain for each raw material:
  - country of origin
  - the suppliers (importers/agent/brokers)
  - source manufacturers
  - pricing trends
  - all known testing and sampling activities carried out on material
- horizon scanning as the act of looking for and analysing threats and opportunities that will emerge in the medium to long term, including political, environmental and socioeconomic factors that may present food fraud risks
- technological systems used to track and validate the supply chain of products and ingredients, including QR codes, barcodes, microdots
- techniques used to map operations and analyse food safety requirements, such as the preparation of flow charts, hazard analysis charts and tables, and data analysis reports
- methods to collect information about raw materials and suppliers

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- typical tests used to assess quality, legitimacy and authenticity of raw materials and ingredients
- the need for ongoing monitoring of the raw material supply chain.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents a workplace context
- resources, equipment and materials:
  - defined food processed product and details of raw materials, ingredients, suppliers and producers
  - reporting/recording system
  - access to food/supplier certification databases
- specifications:
  - organisational policies on food fraud and risk management.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGPS3001 Operate and monitor a creamed honey manufacture process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, monitor and adjust a process to produce creamed honey.

This unit applies to individuals who apply operating principles to the operation and monitoring of machines and equipment used to cream honey in a production environment within the honey processing industry.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grocery and Product Supplies (GPS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the equipment and process for operation	1.1 Confirm liquid and seed honey are available to meet production requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify and confirm cleaning and maintenance requirements have been met according to health, safety and food safety procedures 1.3 Wear appropriate personal protective clothing and ensure correct fit 1.4 Fit and adjust machine components and related attachments according to operating requirements 1.5 Enter processing or operating parameters to meet safety and production requirements 1.6 Conduct pre-start checks according to operator instructions
2. Operate and monitor equipment	2.1 Start up and operate the honey manufacture process according to safe work procedures 2.2 Monitor equipment to ensure optimal operations 2.3 Identify variation in equipment operation, and troubleshoot to identify solution 2.4 Confirm that product specifications are met at each stage according to production requirements 2.5 Identify, rectify or report out-of-specification product and process outcomes according to workplace procedures 2.6 Maintain the work area according to safe work and food safety procedures 2.7 Complete workplace records including traceability and biosecurity records, according to workplace procedures
3. Shut down the creamed honey manufacture process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process safely according to operating procedures 3.3 Identify and report maintenance requirements according to workplace procedures 3.4 Ensure waste is disposed of in line with environmental requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures for the creamed honey manufacturing process
Writing	• Record product and processing information using digital and/or paper-based formats
Numeracy	• Monitor control points for ambient and processing temperatures, agitation speeds, and holding times and temperatures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGPS3001 Operate and monitor a creamed honey manufacture process	FBPGPS2011 Operate a creamed honey manufacture process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGPS3001 Operate and monitor a creamed honey manufacture process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a creamed honey manufacturing process to produce at least one batch of creamed honey to product specification, including:

- applying safe work practices
- applying food safety procedures to work practices
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic principles of crystallisation, including:
  - an understanding of crystal structure and methods to reduce crystal size, where appropriate
  - the effects of temperature and agitation on crystal formation
  - appropriate ratio of seed to liquid honey
  - factors that influence the crystallisation process, including moisture content and crystal size
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- services required for creamed honey manufacture, and action to take if services are not available
- good manufacturing practices (GMP) relevant to work task

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- quality and organoleptic characteristics of honey processed
- quality characteristics to be achieved by the final product, and related test methods used to confirm quality
- quality requirements of seed and liquid honey used, and the effect of variation on the final product
- honey floral blend to use based on the honey colour, flavour, type of grain in the seed blend
- hardness required of end product and the effect of seasonal temperatures
- operating requirements, parameters and corrective action required where the process is outside specified operating parameters (including ambient and processing temperatures, agitation speeds, and holding times and temperatures)
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor each stage of the production process, including inspecting, measuring and testing as required
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the process and related control measures (this relates specifically to air inclusion and moisture content, and related methods of control)
- common causes of variation, and corrective action required
- factors that affect the stability and shelf-life of the finished product, and options to extend shelf-life, including storage conditions for packed product
- health and safety hazards and controls, including the purpose and limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and waste disposal
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- routine maintenance procedures for creamed honey manufacturing equipment
- cleaning and sanitisation procedures for creamed honey manufacturing equipment
- procedures to track traceability of product
- procedures to ensure biosecurity requirements are met.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - processing equipment and related services
  - seed and liquid honey
  - personal protective equipment
  - sampling schedules, and test procedures and equipment
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule and batch instructions
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3017 Operate and monitor a liquid, mash or block stock feed process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor and shut down process equipment used to produce liquid, mash or block stock feed. It also includes troubleshooting routine problems that occur with processing.

The unit applies to plant operators involved in the production of liquid, mash and block stock feeds for a variety of animal species and animal production requirements. Operators take responsibility to implement standard operating procedures as directed. Stock feeds can be prepared as standard products or to particular customer specification.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain Processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the equipment	1.1 Confirm materials are available to meet product recipe

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and process for operation	requirements 1.2 Select, fit and use personal protective clothing and equipment according to safety requirements 1.3 Identify and confirm cleaning and maintenance requirements have been met according to health, safety and food safety procedures 1.4 Fit and adjust machine components and related attachments according to operating requirements and safety procedures 1.5 Enter processing or operating parameters to meet safety and production requirements 1.6 Carry out pre-start checks according to operator instructions
2. Operate and monitor equipment	2.1 Start and operate the process according to safe operating procedures 2.2 Monitor equipment and services to ensure optimal operations 2.3 Identify any variation in equipment operation, and troubleshoot to identify solution 2.4 Adjust equipment performance to ensure optimum performance 2.5 Identify, rectify or report out-of-specification product or process outcomes 2.6 Maintain the work area according to safe work and food safety procedures 2.7 Maintain workplace records, including traceability and biosecurity records, according to workplace procedures
3. Shut down the process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process safely according to operating procedures 3.3 Identify and report maintenance requirements according to workplace procedures 3.4 Ensure waste is disposed of in line with environmental requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard stock feed orders and customer specification requirements • Operate equipment using digital screens
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Measure product and ingredients using weight (g, kg, T) and volume (ml, L), to two decimal points • Accurately scale recipes up and down • Accurately interpret readings on gauges and scales

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3017 Operate and monitor a liquid, mash or block stock feed process	FBPGRA2001 Operate a liquid, mash or block stockfeed process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3017 Operate and monitor a liquid, mash or block stock feed process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a liquid, mash or block stock feed process to produce at least one batch of stock feed to specification, including:

- applying safe work practices
- applying food safety procedures to work practices
- adding and mixing ingredients, micronutrients and additives to meet product specification
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of each part of the process, including:
  - volumetric metering, mixing, steam conditioning, pouring, pressing, cooling, adding and mixing in micronutrient and other additives to achieve specified proportions
  - sequencing of production to minimise transference and cross-contamination
  - traceability procedures
  - biosecurity procedures
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required, and action to take if services are not available
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment

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- good manufacturing practices (GMP) relevant to work task
- the flow of the stock feed production process and the effect of outputs on downstream processes
- quality characteristics and uses of finished stock feed
- effect of variation in inputs and services on process performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- the effect on final product of variation in variables, including:
  - oil and fat content
  - micronutrient and additive
  - consistency and appearance of mash, liquid or block stock feed
  - retention time and temperatures for steam conditioning, including consequences of temperatures that are too high and too low on chemical composition
  - retention time and temperature for liquid addition
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the mash, liquid or block feed process, including inspecting, measuring and testing
- inspection or test points (control points) in the process, and the related procedures and recording requirements
- common causes of variation, and corrective action required
- contamination/cross-contamination and food safety risks and related controls
- health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace requirements, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
  - routine maintenance procedures
- cleaning and sanitisation procedures relevant for producing liquid, mash and block stock feed
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- cleaning and sanitisation procedures for workspace and equipment
- procedures to track traceability of product
- procedures to ensure biosecurity requirements are met.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a stock feed processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment and clothing
  - stock feed inputs and additives
  - processing equipment
- specifications:
  - workplace procedures, including safe work practices, food safety, quality, and environmental requirements
  - stock feed orders.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3018 Operate and monitor a pelleting process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down process equipment to compress mash into pellets and to finish pellets.

The unit applies to individuals who work in an animal feed production environment. It typically targets the production worker responsible for applying basic operating principles to the operation and monitoring of pelleting equipment and processes.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain Processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the pelleting equipment and process for operation	1.1 Confirm materials are available to meet product specification requirements 1.2 Select, fit and use personal protective equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify and confirm cleaning and maintenance requirements have been met according to health, safety and food safety requirements 1.4 Fit and adjust machine components and related attachments according to product specification and operating requirements 1.5 Enter processing or operating parameters to meet safety and production requirements 1.6 Carry out pre-start checks according to operator instructions
2. Operate and monitor equipment	2.1 Start and operate process according to safe operating procedures 2.2 Monitor equipment to ensure optimal operations 2.3 Identify variation in equipment operation, troubleshoot to identify solution, and adjust 2.4 Confirm product specifications are being met at each stage according to production specifications 2.5 Identify, rectify or report out-of-specification product or process outcomes 2.6 Maintain the work area according to safe work and food safety procedures 2.7 Maintain workplace records, including traceability and biosecurity records, according to workplace procedures
3. Shut down the pelleting process	3.1 Identify appropriate shutdown procedure 3.2 Shut down process safely according to operating procedures 3.3 Identify and report maintenance requirements records according to workplace procedures 3.4 Ensure waste is disposed of in line with environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret directions for the safe operation of equipment • Operate equipment using digital interface
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Monitor supply of ingredients to pelletiser • Set shape of rotor for pellets • Interpret gauges for monitoring equipment operation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3018 Operate and monitor a pelleting process	FBPGRA2009 Operate a pelleting process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3018 Operate and monitor a pelleting process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a pelleting process to produce at least one batch of pellets to meet product specification, including:

- applying safe work practices
- applying food safety procedures to work practices
- checking quality of pellets meets specifications
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of each part of the process, including volumetric metering, steam conditioning, pellet formation, cooling, crumbling and sieving and post-pelleting liquid addition
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required, and action to take if services are not available
- good manufacturing practices (GMP) relevant to work task
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- the flow of the pelleting process and the effect of outputs on downstream processes
- quality characteristics and uses of finished pellets
- effect of variation in inputs and/or services on process performance

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- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- the effect on final product of variation in variables, including:
  - pellet diameter to length ratios
  - oil and fat content
  - retention time and temperatures for steam conditioning, including consequences of temperatures that are too high and too low on chemical composition
  - retention time and temperature for liquid addition
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the pelleting process, including inspecting, measuring and testing
- inspection or test points (control points) in the process and the related procedures and recording requirements
- common causes of variation, and corrective action required
- contamination/cross-contamination and food safety risks related to the pelleting and pellet finishing process, and related controls
- health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace pelleting requirements, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls, including waste/rework collection and handling procedures
- routine maintenance procedures for pelletiser
- cleaning and sanitisation procedures for work space and equipment
- procedures to track traceability of product
- procedures to ensure biosecurity requirements are met.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal feed processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - production schedule/batch instructions

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  - pelletiser, pellet finishing equipment and related services
  - feed/mass to be pelleted
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3019 Prepare malted grain

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to operate commercial equipment associated with preparing malted barley or wheat. It covers operating and monitoring steeping, germinating and kilning equipment.

The unit applies to operators in commercial malting plants who are responsible for converting stored grain into malted barley or wheat. These operators are often known as maltsters.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain Processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Steep grain	1.1 Identify work requirements with relevant personnel, including batch requirements for steeping, germination, kilning and malt cleaning processes 1.2 Select, fit and use personal protective equipment according to

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace health and safety requirements 1.3 Confirm equipment status and condition 1.4 Set up, start and monitor equipment according to operating procedures 1.5 Transfer grain from storage into steeping equipment according to workplace procedures 1.6 Place hoses or other wetting equipment correctly to ensure uniform hydration and to avoid damage to grain 1.7 Immerse, drain and rest grain for the specified number of cycles 1.8 Monitor moisture content of grain during air resting to determine when it is ready for transfer to germination vessels 1.9 Discharge wastewater to treatment or holding or other facilities according to workplace procedures
2. Germinate grain	2.1 Feed grain into germination vessel or floor according to workplace procedures 2.2 Set up, operate and monitor turning and air blowing equipment to meet safety and production requirements 2.3 Monitor green grain for humidity, temperature, moisture, chitting or acrospires, and general condition 2.4 Adjust rate of turning, humidity and temperature according to specifications for malt type 2.5 Transfer modified green grain to kiln according to specifications for malt type and results of laboratory testing
3. Operate kiln to produce malt	3.1 Conduct first drying of modified grain 3.2 Confirm germination has stopped according to workplace procedures 3.3 Cure modified grain through correct combination of air flow and heat for malt product specification 3.4 Confirm colour, moisture content and other required specifications 3.5 Clean the malt according to workplace procedures and food safety requirements 3.6 Transfer separated culm to storage according to workplace procedures 3.7 Transfer malt to storage according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.8 Complete processing records according to workplace procedures
4. Shut down process and complete work	4.1 Identify appropriate shutdown procedure 4.2 Shut down process safely according to operating procedures 4.3 Clean and sanitise equipment according to workplace health and safety and food safety procedures 4.4 Identify and report maintenance requirements according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace environmental procedures and controls • Interpret waste handling requirements and procedures • Interpret directions for the safe operation of equipment
Writing	• Record product and processing information using digital and/or paper-based formats
Numeracy	• Identify batch and recipe specifications • Accurately measure goods by weight (kg, T) and volume (m3) • Achieve specified moisture content in grain through correct combinations of water and air steeping cycles • Correctly adjust kiln heat settings for drying or curing and for different types and grades of barley and malt

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3019 Prepare malted grain	FBPGRA2012 Prepare malted grain	Unit code updated to better match complexity	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		of work task Prerequisite removed Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3019 Prepare malted grain

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated commercial equipment associated with preparing malted barley or wheat, to prepare at least one batch of grain to meet malting specification, including:

- applying safe work practices
- applying food safety procedures to work practices
- controlling absorption of water by grain during steeping to achieve specified water content
- undertaking sampling and testing during steeping, germination and cleaning to determine if grain and malt are within specifications
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- changes to grain from the steeping process
- changes in grain during germination
- role of humidity and temperature in initiating and controlling germination of grain
- common variations in grain quality and type
- common customer malt recipes used in the enterprise, and implications for malt production
- standard transfer times between stages, including receiving to steeping, steeping to germination, and germination to kilning
- procedures for dealing with contingencies, breakdowns and other non-standard events for preparing malted grain
- good manufacturing practices (GMP) relevant to work task

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- contamination/cross-contamination and food safety risks associated with the scalping and grading process, and related control measures, including microbiological, physical, chemical and allergen hazards
- contamination avoidance procedures for preparing malted grain, including:
  - jewellery and loose objects in work area
  - security and access procedures to work areas
  - pest control procedures
- appearance of grains before and after cleaning (deculming)
- cleaning requirements associated with changeovers and types of shutdowns for preparing malted grain
- purpose of moisture and acrospires testing within the malting process
- health and safety hazards and controls relevant to preparing malted grain
- cleaning and sanitisation procedures for malting equipment
- procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a grain processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - steeping, germination, kilning and deculming equipment
  - grain for malting
  - malted grain cleaning equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety and environmental requirements
  - steeping, germination and kilning specifications and procedures
  - recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3020 Blend and dispatch malt

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0

Application

This unit of competency describes the skills and knowledge required to operate commercial equipment associated with blending malted barley or wheat to specifications and dispatching wheat to customers.

This unit applies to operators in commercial malting plants who are responsible for blending malted barley or wheat and then dispatching the malt to customers. These operators are often known as maltsters.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain Processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Blend malt to specification	1.1 Obtain blend specification from management or other source 1.2 Select, fit and use personal protective equipment according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	safety requirements 1.3 Confirm availability of source malts and storage locations according to operating requirements 1.4 Confirm equipment status and condition according to workplace health and safety and food safety procedures 1.5 Set up, start, monitor and adjust blending equipment and controls to achieve desired ratio and volume 1.6 Transfer blended malt to storage according to workplace procedures
2. Dispatch malt	2.1 Obtain customer order or other dispatch authority 2.2 Confirm availability of order volume and blend of malt to meet safety and production requirements 2.3 Confirm availability of conveyor or dispatch transport and position if required 2.4 Conduct pre-delivery sampling and tests to ensure product meets specifications 2.5 Screen and dispatch malt for dispatch to transport 2.6 Make record of dispatch according to workplace procedures
3. Shut down process and complete work	3.1 Identify appropriate shutdown procedure 3.2 Shut down process safely according to operating procedures 3.3 Clean and sanitise equipment according to health, safety and food safety procedures 3.4 Identify and report maintenance requirements according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Deal with contingencies, breakdowns and other non-standard

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Skill	Description
	events
Reading	• Interpret environmental procedures and controls • Interpret directions for the safe operation of equipment
Writing	• Record product and processing information using digital and/or paper-based formats
Oral communication	• Ask questions to clarify understanding or seek further information
Numeracy	• Monitor supply and flow of materials for blending malted barley or wheat • Interpret gauges for monitoring equipment operation • Determine product weight (kg, T), volume (m3) • Interpret ratios for blending

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3020 Blend and dispatch malt	FBPGRA2013 Blend and dispatch malt	Unit code updated to better match complexity of work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3020 Blend and dispatch malt

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has blended and dispatched at least one batch of malt to meet product specification, including:

- applying safe work practices
- applying food safety procedures to work practices
- determining blending dispatch requirements and matching product specification
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common terms for malt types and blends
- malts used in the enterprise and their relationship to blends required by customers
- purpose and basic principles of the blending process
- basic operating principles of equipment used to blend and dispatch malt, including main equipment components, equipment operating capacities and applications
- loading techniques for modes of dispatch used in the workplace
- cleaning requirements associated with changeovers and types of shutdowns for blending and dispatching malt
- good manufacturing practices (GMP) relevant to work task
- contamination/cross-contamination and food safety risks associated with the scalping and grading process, and related control measures, including microbiological, physical, chemical and allergen hazards
- contamination avoidance procedures relevant to blending and dispatching malt, including:
  - jewellery and loose objects in work area
  - security and access procedures to work areas

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  - pest control procedures
- procedures for dealing with contingencies, breakdowns and other non-standard events relevant to blending and dispatching malt
- sampling and testing procedures for blending and dispatching malt
- cleaning and sanitisation procedures relevant to the production process for blending and dispatching of malt
- procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a grain processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment required for operators in commercial malting plants
  - malt of different types for blending
  - blending and dispatch equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety and environmental requirements
  - recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3021 Control batch processing for micronutrients or additives in stock feed

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to select and use micronutrients and additives when undertaking batch processing of grain-based products.

This unit applies to individuals who handle, measure, add and record micronutrients and additives in batch processing of grain-based products. The work is carried out under the direction of a mill or production manager.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain Processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify finish feed requirement	1.1 Identify product to be manufactured from production schedule, customer order or standard operating procedure (SOP)

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify micronutrient or additive requirements from screen, recipe, SOP or supervisor
2. Obtain correct micronutrient or other additive	2.1 Identify storage location for micronutrient or additive according to workplace requirements 2.2 Obtain micronutrient or additive according to SOP 2.3 Read micronutrient or additive label to determine any special mixing, handling or health and safety requirements 2.4 Confirm micronutrients and additive requirements with nutritionist and/or other technical staff
3. Add micronutrient or additive to product	3.1 Match micronutrient or additive to product 3.2 Determine appropriate volume, measurement or proportion of micronutrient or additive 3.3 Measure, prepare and pre-mix micronutrient or additive in line with safety and production requirements 3.4 Add micronutrient or additive to product at appropriate location and stage of processing in line with workplace procedures 3.5 Follow appropriate contamination, quality and traceability procedures according to health, safety and food safety procedures 3.6 Take samples of product and conduct basic tests to ensure product meets specifications
4. Record use of micronutrient or additive	4.1 Record type and amount of micronutrient or additive used in required format 4.2 Generate correct product batch labels and add to product using required method 4.3 Complete workplace records, including traceability and biosecurity records, according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret names of micronutrients and additives • Read and check information on labels to identify target and non-target species, storage and handling requirements, manufacturer name, product and active ingredient name
Writing	• Record use of micronutrients and additives using electronic, digital and/or paper-based formats
Oral communication	• Use industry vocabulary, including names of micronutrients and additives, when interacting with staff and customers
Numeracy	• Measure products and ingredients by weight (mg, g, kg, T), volume (ml, L) • Scale recipes up and down • Interpret dosages, withholding period, expiry dates

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3021 Control batch processing for micronutrients or additives in stock feed	FBPGRA3001 Work with micronutrients or additions in stockfeed manufacturing processes	Unit title updated to better match work task and have generic coverage Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3021 Control batch processing for micronutrients or additives in stock feed

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has controlled processing of micronutrients and/or additives for at least one batch of product to meet specification, including:

- applying safe work practices
- applying food safety procedures to work practices
- accurately measuring micronutrients and/or additives.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- contamination and cross-contamination risks, and controls used when mixing grains and additives
- risk factors for cross-transference for batch processing
- four categories of food safety hazards, including biological, chemical, physical and allergenic, and relevant controls and procedures for identifying unsafe and/or non-conforming product
- principles of a critical control point (CCP) analyses approach to managing food safety, including identifying hazards that are likely to occur, establishing appropriate methods of control, and confirming that controls are met
- good manufacturing practices (GMP) relevant to work task
- preparation procedures required for using micronutrients and additives in batch processing
- sampling techniques used to check product against specification
- basic tests carried out on grain products
- mathematical techniques to determine appropriate volume, measurement or proportion of micronutrient or additive in the batch
- withholding periods that may be relevant to batched product
- health and safety procedures for working with grains and additives

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- cleaning and sanitisation procedures for work space and equipment
- procedures to track traceability of product
- procedures to ensure biosecurity requirements are met.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a grain processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - micronutrients or additives
  - grain-based product
  - product recording and labelling system
- specifications:
  - sample production schedule, customer order or standard operating procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPGRA3022 Confirm feed product meets animal nutrition requirements

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to identify animal nutrition principles required in animal feed, and confirm these requirements with nutritionists and other technical staff.

This unit applies to feed processing operators who are required to have knowledge of animal nutrition principles and the effect of feed on companion animal or production animal performance. This knowledge would be applied in liaison with professional and technical staff on customer requirements.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain Processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm feed	1.1 Identify target species, animal type and phase of animal growth

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
requirements	supported by feed product 1.2 Confirm type of animal and range of products that would meet target animal requirements 1.3 Check particle size and pellet quality on order, and confirm palatability for target animals 1.4 Identify proposed impact of feed on animal health and/or performance
2. Evaluate key quality factors affecting feed performance	2.1 Identify feed safety requirements for target species and phase of animal's life or production 2.2 Identify type and proportion of raw materials in feed and their effect on animal performance, with advice from professionals 2.3 Identify the purpose of additives on animal health or performance and feed quality 2.4 Identify effects of processing on feed nutrition quality and animal health or performance, with advice from professionals 2.5 Identify substitution guidelines, including the effect of substitution on feed performance

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Interpret details of customer feed orders • Interpret information about animal nutrients and feed additives
Oral communication	• Interact effectively with customers
Numeracy	• Formulate feed recipes to match target animal needs

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3022 Confirm feed product meets animal nutrition requirements	FBPGRA3002 Apply knowledge of animal nutrition principles to stockfeed product	Unit title updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3022 Confirm feed product meets animal nutrition requirements

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has confirmed feed product meets the target animal nutrition requirements specified in at least one customer order, including:

- identifying target species, animal type and phase of animal growth or production
- liaising with nutritionist and other professional and technical staff on animal nutrition requirements of feed.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- typical nutrition requirements of companion animals and/or production animals – knowledge would be restricted to standard daily requirements of main food groups (proteins, carbohydrates, etc.), typical daily volume of feed required and type of feed (solid, liquid, plant or animal based)
- how nutritional needs of target animal may vary according to species, gender, health, pregnancy, lactation, age, season, geography, production purpose and form of production and feeding
- factors affecting animal acceptance of feed, including palatability and presentation
- range of raw materials typically used in feed, including grains, molasses/liquids, proteins (vegetables and animal), additives (vitamins, minerals and medications) and fibre
- impact of operator-controlled factors on feed quality, including temperatures, moisture, sizing, sieving and liquid additions
- impacts of feed on animal performance, including positive effects on animal performance or health, and effects of incorrect feed on animal safety, animal performance and export contamination.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - customer feed orders
- specifications:
  - reference and resource materials about feed products and processes
  - animal nutrition requirement information
  - feed data, formulas/recipes
- relationships:
  - access to nutritionists or other livestock or companion animal professionals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3023 Operate and monitor grain conditioning

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor and shut down equipment, to condition grain by adding water at the required parameters to achieve optimum milling results.

This unit applies to individuals who work in a grain processing environment under the direction of the miller or head miller, to produce food or feed. It typically targets the production worker responsible for applying operating principles to the operation and monitoring of grain conditioning equipment and processes.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain Processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the grain conditioning equipment	1.1 Confirm materials are available to meet product specification requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and process for operation	1.2 Conduct pre-start checks according to operator instructions 1.3 Select, fit and use personal protective equipment and clothing as required of workplace procedures 1.4 Identify and confirm work area is clean according to food safety standards, and equipment is not locked out 1.5 Check processing or operating parameters to meet safety requirements
2. Operate and monitor equipment	2.1 Operate the process according to safe work procedures 2.2 Identify any variation in equipment operation, and report to miller 2.3 Take and check samples to ensure conditioned product meets grist moisture specifications, and report any variation 2.4 Identify and report out-of-specification product or process outcomes 2.5 Store conditioned product according to food safety procedures 2.6 Maintain the work area according to safe work and food safety procedures 2.7 Maintain workplace records according to workplace procedures
3. Shut down the process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process safely according to operating procedures 3.3 Identify and report maintenance requirements according to workplace procedures 3.4 Ensure waste is disposed of in line with environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret grain conditioning requirements

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Skill	Description
Writing	• Record product and processing information using digital and/or paper-based formats
Numeracy	• Measure product using weight (kg, T) and volume (L, hL), to two decimal points • Calculate water addition to suit machine and grist type • Use percentages (%) as they apply to mixes of grain • Read and interpret measurements on moisture meter • Accurately interpret readings on scales and gauges

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3023 Operate and monitor grain conditioning	FBPGRA2003 Operate a grain conditioning process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3023 Operate and monitor grain conditioning

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a grain conditioning process on at least one occasion, including:

- applying safe work practices
- applying food safety procedures to work practices
- checking moisture content of grist meets product specifications following the miller's instructions
- reporting inconsistencies or variations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of grain conditioning, and effects on the milling process and the end product:
  - target moisture of grain
  - time grain has been conditioned
- underlying principles to ensure that grain can be effectively milled, good separation of bran from endosperm
- reasons for conditioning grain
- basic operating principles of equipment, including:
  - main equipment components, including settings and the number of steps required to add moisture
  - status and purpose of guards
  - the purpose and location of sensors and related feedback instrumentation
- services required, and action to take if services are not available
- good manufacturing practices (GMP) relevant to work task

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- the flow of the grain conditioning and the basic effect of outputs on downstream milling processes
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor conditioning, including:
  - using online moisture analysis device
  - visually inspecting conditioned grain
  - testing moisture levels
  - checking silo allocations are correct
- typical problems with conditioning grain:
  - high moisture
  - low moisture
  - inconsistent moisture patches through grist
  - inconsistent time for conditioning
  - inconsistent milling results
  - faulty product sensors, solenoids or water flow meters
  - product bridges
  - inconsistent or inadequate water pressure
  - the need for offsets and/or calibration of moisture sensors
  - grain hardness/water hardness
- basic contamination/cross-contamination and food safety risks associated with the conditioning grain, and related control measures
- health and safety hazards and controls
- requirements of different shutdowns as appropriate to the conditioning process and workplace production requirements, including:
  - routine cleaning/conditioning section shutdown
  - unexpected production stop
  - emergency shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the conditioning process, including waste and rework collection and handling procedures related to the process
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- routine maintenance procedures for grain conditioning equipment
- cleaning and sanitisation procedures for workspace and equipment
- procedures to track traceability of product
- procedures to ensure biosecurity requirements are met.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a grain processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - grain conditioning equipment and services
  - personal protective equipment
  - grain for conditioning
- specifications:
  - grain conditioning specification
  - production schedule including target moisture and target conditioning time
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
- relationships:
  - supervisor/head miller.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3024 Operate and monitor grain cleaning

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor and shut down a cleaning process to screen impurities from the grist prior to, and following, the conditioning process.

This unit applies to individuals who work in a grain processing environment under the direction of the miller or head miller, to produce food or feed. It typically targets the production worker responsible for applying basic operating principles to the operation and monitoring of grain cleaning equipment and processes.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain Processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the grain cleaning equipment and	1.1 Confirm materials are available to meet product specification requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
process for operation	1.2 Carry out pre-start checks according to operator instructions 1.3 Select, fit and use personal protective equipment and clothing as required of workplace policies 1.4 Identify and confirm work area is clean according to food safety standards, and equipment is not locked out 1.5 Check processing or operating parameters to meet safety and production requirements 1.6 Set up the bin system according to operating requirements
2. Operate and monitor equipment	2.1 Start and operate the process according to safe operating procedures 2.2 Identify variation in equipment operation, and report to miller 2.3 Take and check samples to ensure impurities are screened from grist, and report any variation 2.4 Identify and report out-of-specification product and process outcomes 2.5 Store cleaned grain according to food safety procedures 2.6 Maintain the work area according to safe work and food safety procedures 2.7 Maintain workplace records according to workplace procedures
3. Shut down the grain cleaning process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process safely according to operating procedures 3.3 Identify and report maintenance requirements safely according to workplace procedures 3.4 Ensure waste is disposed of in line with environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret directions for the safe operation of equipment • Operate equipment using digital interface
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Measure product using weight (kg, T) and volume (L, hL), to two decimal points • Use percentages (%) as they apply to mixes of grain • Interpret and monitor readings on scales and gauges • Monitor tank levels

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3024 Operate and monitor grain cleaning	FBPGRA2004 Operate a grain cleaning process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3024 Operate and monitor grain cleaning

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a grain cleaning process on at least one occasion, including:

- applying safe work practices
- applying food safety procedures to work practices
- checking grain is adequately cleaned to meet specifications, following head miller's instructions
- reporting inconsistencies or variations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the grain cleaning, size, density, resistance to air current, friction
- basic operating principles of equipment, including:
  - main equipment components, including where and how adjustments can be made
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required, and action to take if services are not available
- good manufacturing practices (GMP) relevant to work task
- the flow of the grain cleaning process and the basic effect of outputs on downstream processes
- quality characteristics to be achieved by the grain cleaning process
- quality requirements of materials, and effect of variation on grain cleaning process performance

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- the basics of how and why various kinds of wheat are blended to make grist
- methods used to monitor grain cleaning, including:
  - visual inspections to ensure product meets specification and impurities are removed
  - sieving
  - checking screenings to ensure grain is not wasted
- basic contamination/cross-contamination and food safety risks associated with the grain cleaning process, and related control measures
- common causes of poor or inadequate cleaning, including:
  - poor adjustment of equipment
  - equipment not suited to task
  - equipment not well maintained
  - inadequate aspiration for correct machine function
  - inadequate cleaning/clearing of equipment
- health and safety hazards and controls
- requirements of different shutdowns as appropriate to the grain cleaning process and workplace production requirements, including:
  - routine cleaning system shutdown
  - unexpected production stop
  - emergency shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls, including waste and rework collection and handling procedures
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- routine maintenance procedures for grain cleaning equipment
- cleaning and sanitisation procedures for workspace and equipment
- procedures to track traceability of product
- procedures to ensure biosecurity requirements are met.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a grain processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing
  - grain cleaning equipment and related services
  - grist mixed for cleaning

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  - production schedule
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - basic information on equipment capacity and operating parameters.
- relationships:
  - supervisor/head miller.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPGRA3025 Receive and handle grain in a storage area

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to receive grain and handle grain in a storage area, taking samples, testing samples, segregating and moving grain in a manner that minimises dust and exposure to pests.

This unit applies to individuals who work in a grain processing environment for human or animal consumption. It typically targets the production worker responsible for applying basic operating principles to the receival and storage of grain in permanent or temporary storage facilities.

Note: This unit does not cover work in confined spaces.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain Processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive grain from supplier	1.1 Compare order details to details on delivery docket 1.2 Check vendor declaration to ensure grain meets specifications of order 1.3 Carry out visual inspection to ensure delivery meets order requirements
2. Sample and test grain	2.1 Select, fit and use personal protective clothing and equipment according to health and safety and food safety requirements 2.2 Take representative samples of grain for testing according to workplace procedures and food safety requirements 2.3 Conduct basic tests to check properties of incoming grain 2.4 Confirm raw materials meet processing requirements, or take action to respond to out-of-specification materials 2.5 Record delivery of raw materials, in line with workplace procedures 2.6 Prepare grain samples for dispatch, including labelling and packaging according to food safety and workplace requirements
3. Move grain into and out of storage	3.1 Identify grain for handling and storage according to food safety and workplace requirements 3.2 Select appropriate silo types and handling equipment for various grains in relation to their storage characteristics and flow properties 3.3 Conduct pre-start checks on machinery and equipment used for grain storage and transfers 3.4 Start, operate, monitor and adjust storage and transfer equipment 3.5 Segregate grain according to work instructions based on type, variety and quality characteristics, and keep workplace and traceability records 3.6 Take steps to minimise pest infestation according to health and safety and food safety requirements 3.7 Move grain safely into and out of storage according to health and safety and food safety requirements 3.8 Implement suitable measures to minimise the effect of desiccant dusts on the flow properties of grain 3.9 Check grain regularly during movement for contamination according to health and safety and food safety requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.10 Clean storage and handling equipment thoroughly after emptying according to food safety requirements 3.11 Maintain workplace records, including traceability and biosecurity records, according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret grain order details • Interpret storage requirements • Interpret directions for the safe operation of equipment
Writing	• Record out-of-specification results • Complete processing records using digital and/or paper-based formats
Numeracy	• Estimate and measure weight, volume and space requirements (kg, T, hL) • Read and interpret gauges and scales, including temperature • Determine equipment capacity and operating parameters

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3025 Receive and handle grain in a storage area	FBPGRA2010 Handle grain in a storage area	Unit merged to remove duplication Unit title and code updated to better match work task Element 1 added Minor changes to existing	Not equivalent

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		Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	
FBPGRA3025 Receive and handle grain in a storage area	FBPGRA2011 Receive grain for malting	Unit merged to remove duplication Unit title and code updated to better match work task Minor changes to existing Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Not equivalent

Links

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Assessment Requirements for FBPGRA3025 Receive and handle grain in a storage area

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has received, handled and moved at least one delivery of grain, to meet product order and storage requirements, including:

- applying safe work practices
- applying food safety procedures to work practices
- recognising different grain types and varieties (relevant to site operations)
- taking corrective action in response to pests, contamination or inconsistencies with storage conditions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- operating principles of grain receival and storage
- grain hygiene and sealing requirements
- the need to identify grain as out-of-specification or unsound
- receival charts including common defects
- vendor declarations, organic certifications
- basic tests typically carried out on grain, including protein, moisture, screenings
- escalation procedures for grain that is out-of-specification
- segregation requirements to maintain integrity and quality of grain
- flow of grain in storage area from receipt to dispatch
- typical storage equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems

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- contamination/cross-contamination and food safety risks associated with the grain storage process, and related control measures, including microbiological, physical, chemical and allergen/cross-contact allergen risks
- health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- environmental issues and controls relevant to the grain storage process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for storage area and grain handling equipment
- procedures to track traceability of product
- procedures to ensure biosecurity requirements are met.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a grain processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment required to handle grain in a storage area
  - grain storage and transfer equipment and services
  - grain to be received and stored
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - storage and transfer instructions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3026 Operate and monitor sifting and grading

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor and shut down sifting and grading equipment used to separate the break stock (chop) into appropriate flows to the next break, purifiers and sizing rolls.

This unit applies to individuals who work in a grain processing environment under the direction of the miller or head miller, to produce food or feed. It typically targets the production worker responsible for applying basic operating principles to the operation and monitoring of equipment and processes used for sifting and grading stock.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain Processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the sifting and grading equipment and	1.1 Confirm materials are available to meet specification requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
process for operation	1.2 Carry out pre-start checks according to operator instructions 1.3 Identify and confirm work area is clean according to food safety standards, and equipment is not locked out 1.4 Select, fit and use personal protective equipment and clothing as required of workplace policies 1.5 Check processing or operating parameters to meet safety requirements
2. Operate and monitor equipment	2.1 Operate the process according to safe work procedures 2.2 Identify any variation in equipment operation, and report to miller 2.3 Take and check product samples to ensure break stock is separated in line with specifications 2.4 Identify and report out-of-specification product and process outcomes according to workplace procedures 2.5 Maintain the work area according to safe work and food safety procedures 2.6 Maintain workplace records according to workplace procedures
3. Shut down the sifting and grading process	3.1 Identify the appropriate shutdown procedure 3.2 Assist in shutting down the process safely according to operating procedures 3.3 Clean sifters and identify and report maintenance requirements according to workplace procedures 3.4 Ensure waste is disposed of in line with environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret directions for the safe operation of equipment • Operate equipment using digital interface

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Skill	Description
Writing	• Record product and processing information in digital and/or paper-based formats
Numeracy	• Monitor supply and flow of materials to and from the sifting and grading process • Accurately interpret readings on scales and gauges • Measure product using weight (kg, T) and volume (L, hL), to two decimal points • Use percentages (%) as they apply to mixes of grain

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3026 Operate and monitor sifting and grading	FBPGRA2006 Operate a sifting and grading process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3026 Operate and monitor sifting and grading

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a sifting and grading process on at least one occasion, ready to flow to the next break, purifiers and sizing rolls, including:

- applying safe work practices
- applying food safety procedures to work practices
- checking quality of break stock meets miller's requirements
- reporting inconsistencies or variations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of grain sifting and grading process
- basic operating principles of equipment, including:
  - main equipment components, including where and how to make adjustments
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required, and action to take if services are not available
- good manufacturing practices (GMP) relevant to work task
- the flow of the sifting and grading process and the basic effect of outputs on downstream milling processes
- quality characteristics to be achieved by sifting and grading
- basic equipment faults and related causes, including signs and symptoms of faulty equipment
- methods used to monitor sifting and grading:

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    - visually inspecting the sieves
    - visually inspecting the break stock
- basic contamination/cross-contamination and food safety risks associated with sifting and grading, and related control measures
- basic common causes of poor sifting and/or grading
- health and safety hazards and controls
- requirements of different shutdowns as appropriate to the sifting and grading process and workplace production requirements, including:
    - routine shutdown
    - unexpected production stop
    - emergency and routine shutdowns
    - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- environmental issues and controls, including waste and rework collection and handling procedures
- routine maintenance procedures for sifting and grading equipment
- cleaning and sanitisation procedures for workspace and equipment
- procedures to track traceability of product
- procedures to ensure biosecurity requirements are met.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a grain processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - sifting and grading equipment and related services
    - personal protective equipment
    - product for sifting and grading
    - production schedule
    - cleaning materials and equipment
- specifications:
    - sifting and grading specification
    - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
    - recording requirements.
- relationships:

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- supervisor/head miller.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3027 Monitor a purification system

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and safety knowledge required to set up, operate, monitor and shut down a separation and grading system to effectively separate break or sizing stocks into clean semolina (endosperm), composite stock (endosperm with bran adhering) and branny stocks.

This unit applies to individuals who work in a grain processing environment, under the direction of the miller or head miller. It typically targets the production worker responsible for applying basic operating principles to the operation and monitoring of purification equipment and processes.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain Processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the	1.1 Confirm materials are available according to operating

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
purification equipment and process for operation	requirements 1.2 Carry out pre-start checks according to workplace instructions 1.3 Identify and confirm work area is clean according to food safety standards, and equipment is not locked out 1.4 Select, fit and use personal protective equipment and clothing as required of workplace policies 1.5 Check processing or operating parameters to meet safety requirements
2. Operate and monitor equipment	2.1 Start and monitor the process according to safe work procedures 2.2 Identify any variation in equipment operation, and report to miller 2.3 Take and check product samples to confirm that grain is separated in line with specifications, and report any variation 2.4 Identify and report out-of-specification product and process outcomes according to workplace procedures 2.5 Maintain the work area according to safe work and food safety procedures 2.6 Maintain workplace records according to workplace procedures
3. Shut down the purification process	3.1 Identify the appropriate shutdown procedure 3.2 Assist with shutting down the process safely according to operating procedures 3.3 Identify and report maintenance requirements according to workplace procedures 3.4 Ensure waste is disposed of in line with environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret directions for the safe operation of equipment

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Skill	Description
Writing	• Record product and processing information using digital and/or paper-based formats
Numeracy	• Measure product and ingredients using weight (kg, T) and volume (L, hL), to two decimal points • Use percentages (%) as they apply to mixes of grain • Monitor supply and flow of materials to and from the break roll process • Accurately interpret readings on scales and gauges

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3027 Monitor a purification system	FBPGRA2005 Operate a purification process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3027 Monitor a purification system

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that individual has monitored a purification system on at least one occasion, including:

- applying safe work practices
- applying food safety procedures to work practices
- effectively separating break or sizing stocks, following the head miller's instructions
- reporting inconsistencies or variations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the purification system
- how flour is graded
- basic operating principles of equipment, including:
  - main equipment components, including air flow, movement of machine, size of sieves, layers of sieves
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available
- good manufacturing practices (GMP) relevant to work task
- the flow of the purification process and the basic effect of outputs on downstream flour milling processes
- basic quality characteristics to be achieved by the purification process
- product to be purified: semolina, not flour
- basic equipment faults and related causes, including:

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    - signs and symptoms of faulty equipment
    - early warning signs of potential problems
- methods used to monitor purification, including removing and inspecting (and cleaning) sieves
- basic problems with purification:
    - inconsistent agitation/movement of the machine
    - blinded sieves
    - sieves incorrectly positioned
    - drawers incorrectly positioned
    - poor air flow/air adjustment
    - valves incorrectly set
    - inconsistent flow of product
    - inconsistent distribution of feed in
    - drop in yield/quality
    - inconsistent flow of product into purification passage
    - excessively wide granulation range
- basic contamination/cross-contamination and food safety risks associated with the purification, and related control measures
- health and safety hazards and controls
- requirements of different shutdowns as appropriate to the purification process and workplace production requirements, including:
    - routine cleaning shutdown
    - unexpected production stop
    - emergency and routine shutdowns
    - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- environmental issues and controls, including waste/rework collection and handling procedures related to the process
- routine maintenance procedures for workspace and equipment
- procedures to track traceability of product
- procedures to ensure biosecurity requirements are met.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a grain processing workplace or an environment that accurately represents workplace conditions

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- resources, equipment and materials:
  - product to be purified
  - personal protective equipment
  - purification process equipment and related services
  - cleaning materials and equipment
- specifications:
  - production schedule
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements.
- relationships:
  - supervisor/head miller.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3028 Monitor scratch and sizing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor and shut down a separation process to ensure there is good separation between the endosperm and bran for further processing.

This unit applies to individuals who work in a grain processing environment under the direction of the miller or head miller. It typically targets the production worker responsible for applying basic operating principles to the operation and monitoring of scratch and sizing equipment and processes.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain Processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the scratch and sizing equipment	1.1 Confirm materials are available according to operating requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and process for operation	1.2 Carry out pre-start checks according to operator instructions 1.3 Identify and confirm work area is clean according to food safety standards, and equipment is not locked out 1.4 Select, fit and use personal protective equipment and clothing as required by the safety policy 1.5 Check processing or operating parameters to meet safety requirements
2. Operate and monitor equipment	2.1 Operate the process according to safe work procedures 2.2 Identify any variation in equipment operation, and report to head miller 2.3 Take and check product samples to confirm that specifications are met and bran is not adhered to the endosperm 2.4 Identify and report out-of-specification product and process outcomes according to workplace procedures 2.5 Maintain the work area according to safe work and food safety procedures 2.6 Maintain workplace records according to workplace procedures
3. Shut down the scratch and sizing process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process safely according to operating procedures 3.3 Identify and report maintenance requirements according to workplace procedures 3.4 Ensure waste is disposed of in line with environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret directions for the safe operation of equipment

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Skill	Description
Writing	• Record product and processing information using digital and/or paper-based formats
Numeracy	• Measure product using weight (kg, T) and volume (L, hL), to two decimal points • Use percentages (%) as they apply to mixes of grain • Monitor supply and flow of materials to and from the scratch and sizing process • Accurately interpret readings on scales and gauges

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3028 Monitor scratch and sizing	FBPGRA2007 Operate a scratch and sizing process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3028 Monitor scratch and sizing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has monitored scratch and sizing on at least one occasion, including:

- applying safe work practices
- applying food safety procedures to work practices
- ensuring as little bran as possible adheres to the endosperm following the head miller's instructions
- reporting inconsistencies or variations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of scratch and sizing
- basic operating principles of equipment, including:
  - main equipment components, including where and how adjustments can be made
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required, and action to take if services are not available
- good manufacturing practices (GMP) relevant to work task
- the flow of the scratch and sizing process and the effect of basic outputs on downstream milling processes
- quality characteristics to be achieved by the scratch and sizing process
- operating requirements and parameters
- methods used to monitor scratch and sizing:
  - visual inspections

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  - temperature – high temperature is a result of hard grind
- basic contamination/cross-contamination and food safety risks associated with the scratch and sizing process, and related control measures
- typical problems:
  - excessive grinding
  - grinding too light
  - sifter performance
- health and safety hazards and controls
- requirements of different shutdowns as appropriate to the scratch and sizing process and workplace production requirements, including:
  - routine shutdown
  - unexpected production stop
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures for reporting production and performance information
- environmental issues and controls, including waste and rework collection and handling procedures
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment related to the process
- routine maintenance procedures for separation equipment
- cleaning and sanitisation procedures for workspace and equipment
- procedures to track traceability of product
- procedures to ensure biosecurity requirements are met.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a grain processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - grain for the scratch and sizing process
  - scratch and sizing equipment and services
  - personal protective clothing and equipment
  - cleaning materials and equipment
- specifications:
  - scratch and sizing product specification
  - production schedule
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements

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  - basic information on equipment capacity and operating parameters.
- relationships:
  - supervisor/head miller.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPGRA3029 Monitor a break roll

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor and shut down a break roll to break release grain, as part of the milling of grain for flour or feed.

This unit applies to individuals who work in a grain processing production environment under the direction of the miller or head miller. It typically targets the production worker responsible for monitoring break roll equipment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain Processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the break roll equipment for operation	1.1 Confirm materials are available according to operating requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Carry out pre-start checks according to workplace instructions 1.3 Identify and confirm work area is clean according to food safety standards, and equipment is not locked out 1.4 Select, fit and use personal protective equipment and clothing as required by workplace policies 1.5 Check processing or operating parameters meet safety requirements
2. Operate and monitor equipment	2.1 Operate the process according to safe work procedures 2.2 Identify any variation in equipment operation, and report to miller 2.3 Take and check product samples to confirm that specifications are within parameters, and assist miller to correct break release as required 2.4 Identify and report out-of-specification product or process variation according to workplace procedures 2.5 Maintain the work area according to safe work and food safety procedures 2.6 Maintain workplace records according to workplace procedures
3. Complete the break roll process	3.1 Assist in shutting down the process safely according to operating procedures 3.2 Assist in identifying maintenance requirements, and report according to workplace procedures 3.3 Ensure waste is disposed of in line with environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret directions for the safe operation of equipment

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Skill	Description
Writing	• Record product and processing information using digital and/or paper-based formats
Numeracy	• Measure product using weight (kg, T) and volume (L, hL), to two decimal points • Use percentages (%) as they apply to mixes of grain • Monitor supply and flow of materials to and from the break roll process • Accurately interpret readings on scales and gauges

Unit Mapping Information

ode and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3029 Monitor a break roll	FBPGRA2008 Operate a break roll process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3029 Monitor a break roll

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has monitored a break roll on at least one occasion, including:

- applying safe work practices
- applying food safety procedures to work practices
- ensuring break releases have been carried out following the head miller's instructions
- reporting inconsistencies or variations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of breaking grain, including how and why the endosperm separation takes place
- basic operating principles of equipment, including:
  - main equipment components, including any level control system, feed roll, feed gate, main rolls, roll adjustment, scrapers
  - status and purpose of guards
  - the purpose and location of sensors and related feedback instrumentation
  - high drive motor amperage
- services required, and action to take if services are not available
- good manufacturing practices (GMP) relevant to work task
- the flow of the break roll system and the basic effect of outputs on downstream processes
- basic equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
  - symptoms of chokes and blockages, and action required to clear
- methods used to monitor the break rolls, including:

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    - visually inspecting the inlet product for variation in granulation across the roller length, checking for presence of any unexpected stock or **f**lour
    - visually inspecting the outlet product for semolina production and bran clean-up without excessive damage to bran
    - temperature check of roll stocks on back of hands
    - break release procedure, correct sampling technique, weighing, sifting and calculating
- basic contamination/cross-contamination and food safety risks associated with the break rolls, and related control measures
- health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the break roll and workplace production requirements, including:
    - production stop
    - routine mill shutdown
    - unexpected production stop
    - emergency shutdowns
    - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures for reporting production and performance information
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- environmental issues and controls, including waste and rework collection
- routine maintenance procedures for operating a break roll
- cleaning and sanitisation procedures for workspace and equipment
- procedures to track traceability of product
- procedures to ensure biosecurity requirements are met.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a grain processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - conditioned grain suitable for the break roll system
    - personal protective equipment
    - milling and related equipment and services
- specifications:
    - production schedule
    - work procedures, including advice on safe work practices, food safety, quality and environmental requirements.

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- relationships:
  - supervisor/head miller.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPGRA3030 Operate and monitor a reduction system

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor and shut down a reduction system to reduce the size of the endosperm and produce flour.

This unit applies to individuals who work in a grain processing production environment under the direction of the miller or head miller. It typically targets the production worker responsible for applying basic operating principles to the operation and monitoring of break roll equipment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain Processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the reduction equipment for operation	1.1 Confirm materials are available according to operating requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Carry out pre-start checks according to operator instructions 1.3 Identify and confirm work area is clean according to food safety standards, and equipment is not locked out 1.4 Select, fit and use personal protective equipment and clothing as required of workplace policies 1.5 Check processing or operating parameters to meet safety requirements
2. Operate and monitor equipment	2.1 Monitor the process according to safe work procedures 2.2 Identify any variation in equipment operation, and report to miller 2.3 Take and check product samples to confirm that flour produced is in line with expectations, and report any variation 2.4 Identify and report out-of-specification product or process outcomes according to workplace procedures 2.5 Maintain the work area according to safe work and food safety procedures 2.6 Maintain workplace records according to workplace procedures
3. Complete the reduction process	3.1 Assist with shutting down the process safely according to operating procedures 3.2 Identify and report maintenance requirements according to workplace procedures 3.3 Ensure waste is disposed of in line with environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret directions for the safe operation of equipment
Writing	• Record product and processing information using digital and/or paper-based formats

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Skill	Description
Numeracy	• Measure product using weight (kg, T) and volume (L, hL), to two decimal points • Use percentages (%) as they apply to mixes of grain • Monitor supply and flow of materials to and from the reduction process • Accurately interpret readings on scales and gauges

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3030 Operate and monitor a reduction system	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3030 Operate and monitor a reduction system

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a reduction system on at least one occasion to produce flour, including:

- applying safe work practices
- applying food safety procedures to work practices
- ensuring flour is produced to specification, following the head miller's instructions
- reporting inconsistencies or variations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of reducing semolina and grain
- basic operating principles of equipment, including:
  - main equipment components, including any level control system, feed roll, feed gate, main rolls, roll adjustment, scrapers
  - auxiliary equipment
  - status and purpose of guards
  - the purpose and location of sensors and related feedback instrumentation
- services required, and action to take if services are not available
- good manufacturing practices (GMP) relevant to work task
- the flow of the reduction system and the basic effect of outputs on downstream processes
- basic equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
  - symptoms of chokes and blockages, and action required to clear

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- methods used to monitor the reduction rolls, including visual inspections to check:
  - the inlet product for variation
  - consistency of product
  - granulation of product from left and right
  - for signs of hollow grinding
  - temperature of product from left to right of rolls is consistent
- basic contamination/cross-contamination and food safety risks associated with the reduction rolls, and related control measures
- basic common causes of poor or inadequate reduction, including worn rollers
- health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the reduction system, including:
  - production stop
  - routine mill shutdown
  - unexpected production stop
  - emergency shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls, including waste and rework collection
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- routine maintenance procedures for a reduction system
- cleaning and sanitisation procedures for workspace and equipment
- procedures to track traceability of product
- procedures to ensure biosecurity requirements are met.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a grain processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - conditioned grain suitable for the reduction system
  - personal protective equipment
  - milling and related equipment and services
- specifications:
  - production schedule
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements.

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- relationships:
  - supervisor/head miller.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA4005 Lead flour milling shift operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to lead milling operations during a shift, including acting as a technical resource to other mill employees.

This unit applies to a miller who is responsible for the flour mill operations during a shift, and relates to the milling of all grains for flour and other milling processed food and non-food products.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain Processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish shift operating environment	1.1 Identify products and quantities to be produced by mill during shift 1.2 Identify from authorised suppliers the supplier of grain used during shift and the varieties supplied

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Apply required costing and control procedures to achieve set key performance indicators (KPIs) 1.4 Establish range of available equipment and any unique design or operating factors 1.5 Identify staffing and work organisation for shift 1.6 Identify any budget and/or budget operating procedures relevant for shift operations
2. Monitor quality during shift	2.1 Identify specifications for flour to be produced during shift 2.2 Identify performance indicators and production targets for mill and mill departments during shift 2.3 Supervise testing regime for mill during shift 2.4 Monitor performance against targets and indicators 2.5 Report non-conformances and take appropriate corrective actions
3. Set and supervise grain supply and intake procedures	3.1 Supervise grain receival operations, including compliance with instructions for rejected deliveries 3.2 Set screening criteria and procedures for re-use of screenings 3.3 Set blending criteria for holding bins/silos
4. Set and supervise grain conditioning process and specifications	4.1 Specify and communicate grain cleaning requirements to operators 4.2 Set water volume for each grain batch 4.3 Set conditioning time per batch 4.4 Determine any blending and treatment criteria 4.5 Monitor tests and specifications for conditioned grain 4.6 Supervise transfer to storage or mill
5. Supervise production	5.1 Identify shift production targets 5.2 Obtain or determine product specifications 5.3 Formulate and supervise preparation of grist 5.4 Supervise milling of different grains 5.5 Set blending requirements, including any use of additions and adjuncts 5.6 Allocate production specifications for shift to departments 5.7 Ensure production records are kept

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.8 Monitor production against targets
6. Integrate maintenance schedule with shift operations	6.1 Identify shift preventative maintenance requirements from maintenance department and/or equipment suppliers 6.2 Supervise equipment monitoring and maintenance responsibilities for operators, maintenance department and other staff 6.3 Identify and approve timing for any regular maintenance activities that will disrupt production 6.4 Supervise breakdown notification and repair procedures
7. Implement risk management procedures	7.1 Supervise implementation of workplace health and safety and dust control procedures 7.2 Monitor Hazard Analysis and Critical Control Points (HACCP) procedures during shift 7.3 Monitor compliance with environmental and sustainability regulations and targets 7.4 Monitor operations against any required regulatory compliance, including required reporting procedures
8. Provide guidance to other mill employees	8.1 Monitor and maintain standard operating procedures (SOPs) 8.2 Supervise any required training for employees during shift operations 8.3 Ensure availability of reference materials 8.4 Implement communication and feedback mechanisms to and from employees

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety, food labelling and other regulations affecting flour mills
Oral communication	• Communicate production requirements and technical information

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Skill	Description
	to other employees • Use effective communication skills to allocate tasks and provide feedback to team members • Liaise with other departments on flour product requirements
Writing	• Record flour milling operations using digital and/or paper-based formats
Numeracy	• Calculate water required to achieve target moisture content, extraction rates, protein loss for each grist, and milling gains/losses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA4005 Lead flour milling shift operations	FBPGRA3003 Lead flour milling shift operations	Unit code updated to reflect complexity of task Foundation Skills refined	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA4005 Lead flour milling shift operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has led flour milling shift operations on at least one occasion, including:

- interpreting production requirements and grain tests for desirable mill settings
- establishing shift operating environment, including required equipment, staffing and work organisation, and costing requirements
- monitoring quality of shift operations, including identifying specifications for product to be produced, identifying performance indicators, supervising testing of product, monitoring performance and reporting non-conformances
- assisting employees with conduct and interpretation of grain and flour tests
- matching grain receival, screening and storage processes to production requirements during shift
- preparing or supervising production of grist according to recipes
- setting and managing milling and blending operations
- supervising dust control, Hazard Analysis and Critical Control Points (HACCP) and health and safety procedures during shift operations
- identifying equipment maintenance procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- differences in types of milling processes, including differences in milling of different grains, varieties and milling for flour or for semolina
- process and purpose of flour milling, including:
  - opening of grain to enable removal of endosperm
  - separation of bran

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    - grinding of endosperm to flour, including sifting of ground stock to remove oversize endosperm particles, flour, or any bran and endosperm that has not been ground
    - kibbling
    - middlings and semolina process
- methods used to establish the most economic grist for a particular flour, including the balancing of flour specification, grain availability and cost of grain available
- financial impacts of mill performance/settings
- principles of preventative maintenance, including failure mode and effects analysis (FMEA)
- food safety, food labelling and other regulations affecting flour mills
- grain varieties and specifications
- flour types and specifications
- food labelling regulations relevant to flour products
- HACCP principles and procedures
- dust control procedures
- health and safety standards and requirements
- environmental regulations relevant to flour milling
- feedback techniques
- enterprise budget operating procedures
- procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a flour mill or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment
    - break and reduction roll equipment and related services
    - conditioned grain suitable for the break and reduction roll process
    - sampling schedules, and test procedures and equipment
    - cleaning procedures, materials and equipment
- specifications:
    - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
    - equipment manuals, including operating parameters
    - specifications, control points and processing parameters
    - documentation and recording requirements and procedures.
- relationships:
    - operators/team members.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPGRA4006 Control mill processes and performance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to control flour and by-product production in a flour mill.

This unit applies to a shift miller who is required to set equipment in a flour mill to control the processes and performance across the mill to achieve maximum extraction and specification compliance. The unit applies to all industrial flour mills, including semolina mills and mills without purifiers.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain Processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain mill flow sheet	1.1 Identify all breaking, reduction and dressing stages in mill 1.2 Show destinations for all stock separations according to operating

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Identify all optional and ancillary equipment required to control flour and by-product production 1.4 Identify all bins, silos, chutes, conveyors and exhausts that control processes and performance across the mill
2. Prepare for flour and by-product production	2.1 Establish customer requirements for shift or production period 2.2 Follow specification required to meet desired production quality and quantity targets 2.3 Check availability of required wheat stock 2.4 Determine if any changes to grist stock will be required, and plan for changes to settings
3. Determine break system settings	3.1 Adjust break rolls for desired percentage release 3.2 Conduct visual inspection and test sieving where required to monitor release percentage 3.3 Monitor break roll passages to avoid saturation of later stages 3.4 Set bran finishers according to workplace procedures and to ensure optimum performance 3.5 Set plansifters for desired grading, including adjusting spaces between plansifters for varying grains and moisture levels 3.6 Monitor performance of break system to ensure system is free from semolina
4. Set settings for purifiers where fitted	4.1 Maintain and monitor sieve covers according to workplace procedures and to ensure optimum performance 4.2 Monitor feed rate to purifiers according to workplace procedures and to ensure optimum performance 4.3 Monitor horizontal and vertical movement of sieve covers 4.4 Set and monitor air pressure for each aspiration section 4.5 Select destinations for throughs and lifted bran and other particles 4.6 Ensure purifier stock is free from flour
5. Set settings for scratch or sizing system	5.1 Set scratch equipment or sizing rolls according to operator instructions 5.2 Monitor performance of scratch and sizing rolls

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
6. Set settings for reduction passages	6.1 Set each set of reduction rolls for desired flour and capacity of succeeding reduction passages 6.2 Monitor covers on sifters for effective dressing from each reduction roll 6.3 Monitor flake disrupters and impact detachers where fitted 6.4 Set and monitor reduction settings to achieve required starch damage 6.5 Specify collection conveyors and bins for each flour stream
7. Set settings for final production stages	7.1 Specify use of flour divides for blends 7.2 Monitor redressing equipment according to workplace procedures 7.3 Monitor weighing, infestation destroying, and metal removal equipment according to work health and safety and operating procedures 7.4 Send finished flour to packing or storage according to workplace requirements
8. Monitor mill equipment	8.1 Check flutes and rolls for wear and defects 8.2 Monitor temperature of reduction rolls and performance of water cooling if used 8.3 Check automatic roll adjustment and protection mechanisms are working correctly 8.4 Adjust mill settings when required for effect of breakdowns and urgent maintenance 8.5 Complete milling records
9. Monitor mill performance	9.1 Ensure all grain and flour tests are carried out to required schedule and procedures 9.2 Adjust settings where required for variation in grain, grist and atmospheric conditions 9.3 Monitor milling and invisible loss per production period

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret mill flow diagrams • Interpret food safety, food labelling and other regulations affecting flour mills
Writing	• Record flour milling equipment status using digital and/or paper-based formats
Oral communication	• Communicate production requirements and technical information to other employees • Use effective communication skills to allocate tasks and provide feedback to team members • Use appropriate vocabulary, including technical language directly relevant to role
Numeracy	• Estimate break roll percentages through visual examination, hand stratification and test sieving

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA4006 Control mill processes and performance	FBPGRA3004 Control mill processes and performance	Unit code updated to reflect complexity of task Foundation Skills refined	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA4006 Control mill processes and performance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has controlled mill processes and performance on at least one occasion, including:

- interpreting mill flow diagrams and production requirements
- identifying customer requirements
- determining correct settings for equipment
- setting and monitoring break and reduction system equipment
- achieving flour specifications through correct use of grist and mill settings
- monitoring equipment settings and performance
- adjusting mill settings for breakdowns and other contingencies
- setting all related processes for:
  - break
  - scratch
  - sizing
  - reduction and other milling
- supervising wheat conditioning
- ensuring settings take into account the capability of equipment and the need to avoid imbalances, product build-ups and chokes
- ensuring all grain and flour tests are carried out to required schedule and procedures
- applying safe work practices and identified work health and safety hazards and controls.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- alternative and historical milling techniques, including:
  - stone grinding

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  - ‘low’ or one pass through grinding
  - use of small manual or electric milling machines
  - semolina process compared with traditional flour milling process
- conventions and techniques in drawing mill flow diagrams
- characteristics of different grist and their milling requirements
- purpose, design and steps of the break process, including:
  - overall aim of removing bran from endosperm in large pieces while minimising bran powder and flour
  - roller design
  - flute design
  - roller speed
  - number of passages
  - destinations of product from each break roll
- purpose, design and principles of the purification process, including:
  - sieve design
  - role of sifting, shaking, gravity and aspiration (upward air)
  - screening decks
  - exhaust ports and chambers
  - collection of throughs
  - overtails
  - relationship of purification to later reduction stages
- scratch equipment and process to remove small pieces of bran and germ from endosperm after sizing or purification
- relationship of particle size to reduction roller efficiency
- reduction that grinds flour into required fineness while controlling damage to starch granules and minimising abrasion to any bran and germ particles present
- features and performance characteristics of milling equipment as specified in manufacturer reference material
- relationship between total dressing surface ratio to mill capacity
- calculation of break roll percentages
- techniques to avoid imbalances, product build-ups and chokes
- mill balance requirements and techniques, including:
  - ensuring that stock does not return to immediate preceding passage or equipment
  - feed to first break at a constant rate
  - evenness of feed into rolls
  - maintenance of conveyor and air settings to achieve constant feed
- calculation of mill performance, including:
  - invisible loss rate
  - theoretical and actual milling loss rate
- procedures to track traceability of product.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a mill or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - break and reduction roll equipment and related services
  - conditioned grain suitable for the break and reduction roll process
  - sampling schedules and test procedures and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - equipment manuals, including operating parameters
  - specifications, control points and processing parameters
  - documentation and recording requirements and procedures.
- relationships:
  - operators/team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPHVB2001 Freeze and thaw dough

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to freeze, store and thaw dough.

This unit applies to individuals who work under general supervision in a food processing or high volume production baking environment. It typically applies to the production worker responsible for applying basic operating principles to freeze dough.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to freeze dough	1.1 Confirm dough is available for freezing 1.2 Identify freezing requirements for dough 1.3 Set freezers to meet parameters for snap freezing and for storage

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Wear appropriate personal protective clothing according to safe work procedures
2. Store frozen dough	2.1 Confirm storage conditions will retain quality characteristics of frozen dough 2.2 Transfer dough to snap freezer, ensuring minimal damage to dough 2.3 Package snap frozen dough for freezer storage to prevent moisture loss 2.4 Transfer snap frozen dough to freezer storage, ensuring minimal damage 2.5 Monitor frozen dough to ensure that product meets food safety and quality requirements 2.6 Adjust temperature settings as required to ensure product remains within specification
3. Thaw frozen dough	3.1 Thaw dough ensuring food safety and quality requirements 3.2 Identify, rectify and/or remove unacceptable dough 3.3 Dispose of waste according to workplace procedures 3.4 Conduct work in accordance with workplace environmental guidelines 3.5 Maintain workplace housekeeping standards for freezing, storing and thawing dough 3.6 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify requirements from basic instructions and procedures
Writing	• Maintain basic records and observations using digital and/or paper-based formats

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Skill	Description
Numeracy	• Accurately interpret readings on a thermometer or temperature gauge (°C) • Estimate and calculate storage and thawing times

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB2001 Freeze and thaw dough	FBPOPR2055 Freeze dough	Updated unit code and title Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions to clarify requirements	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPHVB2001 Freeze and thaw dough

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared to freeze, stored and thawed at least one batch of dough to meet specifications, including:

- applying safe work procedures
- following food safety procedures
- conducting inspections as required to confirm storage remains within specification
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic principles of freezing dough, including what occurs to dough during snap freezing and storage stages
- freezing equipment used, freezing capacity and the effect of freezing method on product
- different handling requirements of made-up and proofed dough to preserve the dough structure
- purpose and characteristics of packaging liners used to pack frozen dough
- procedures for maintaining temperature parameters of freezing equipment, including procedures to be followed when loading and removing dough to preserve temperature conditions
- storage patterns to make efficient use of space, allow for product rotation and minimise temperature fluctuations
- contamination/cross-contamination and food safety risks associated with freezing dough, and related control measures
- the significance of timeliness when both freezing and thawing dough
- optimal storage times for frozen dough

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- the significance of variables, including dough type and size, on freezing and thawing processes
- procedures for efficiently thawing frozen product, and the consequences of slow thawing
- the effect of freezing/thawing on the quality of the final product
- inspection/control points used to confirm that product meets quality requirements, and related monitoring requirements
- causes of variation, and corrective action required when freezing, storing and thawing dough
- health and safety hazards and controls related to freezing, storing and thawing dough
- waste handling and cleaning requirements and procedures for freezing, storing and thawing dough
- recording procedures to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - dough
  - personal protective equipment
  - packaging materials and liners
  - freezing equipment
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on relevant freezing, storing and thawing requirements, safe work practices, food safety, quality and environmental requirements
  - product specifications and related inspection/control points.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPHVB3001 Operate and monitor a cooling and wrapping process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a process to cool and wrap baked products such as cake, bread or muffins.

The unit applies to operators who take responsibility for cooling and wrapping operations in a production baking environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the cooling and cutting equipment	1.1 Confirm availability of baked product to meet production requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and process for operation	1.2 Identify health and safety hazards and address risks, including using appropriate personal protective clothing and equipment 1.3 Identify and confirm equipment is clean, and maintenance requirements have been met, according to health, safety and food safety requirements 1.4 Fit machine components and related attachments, and adjust to meet operating and safety requirements 1.5 Select processing and operating parameters to meet safety and production requirements 1.6 Ensure product date codes on wrapping are correct 1.7 Carry out pre-start checks according to operator instructions
2. Operate and monitor equipment	2.1 Start and operate the cooling and wrapping process according to workplace procedures 2.2 Monitor equipment to ensure optimal operation 2.3 Monitor the process to confirm that product temperature is suitable to be wrapped 2.4 Monitor the process of wrapping to ensure specifications are met 2.5 Identify, rectify and report out-of-specification product and process outcomes 2.6 Conduct work and maintain a clean and tidy workplace according to workplace environmental and food safety procedures
3. Shut down the process	3.1 Complete the process safely according to workplace procedures 3.2 Identify and report maintenance requirements according to workplace procedures 3.3 Maintain workplace records accurately according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret work instructions and product specifications
Writing	• Record processing information using digital and/or paper-based formats
Oral communication	• Follow instructions and ask questions to clarify information
Numeracy	• Interpret symbols and numbers on temperature gauges and scales • Use basic arithmetic to calculate quantities • Check product use-by and best-before dates on wrapping

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3001 Operate and monitor a cooling and wrapping process	FBPPBK2001 Operate a cooling and slicing process	Unit code and title updated to better match task Emphasis on slicing changed to wrapping for broader coverage Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions to clarify requirements	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPHVB3001 Operate and monitor a cooling and wrapping process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored cooling and wrapping equipment to cool and wrap at least one batch of product to meet specifications, including:

- applying safe work procedures
- following food safety procedures
- confirming cooling equipment settings, including:
  - conveyor speed
  - cooling tunnel settings
  - guides
  - feeders
- monitoring and adjusting process equipment to achieve product specifications, including:
  - temperature gauges
  - throughput
  - product appearance, dimensions and weight
  - packaging materials and seals
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of cooling and wrapping process
- basic operating principles of cooling and wrapping equipment and main components, including:
  - status and purpose of guards
  - operating capacities and applications of equipment

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  - purpose and location of sensors and related feedback instrumentation
- types and safe operating procedures for cooling and wrapping equipment, including:
  - conveyors
  - cooling tunnels
  - guides
  - packaging material feeds
  - wrapping sealers
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- basic operating principles of process control and relationship between control panels and systems, and cooling and wrapping equipment
- key features of flow of cooling and wrapping process, and effect of outputs on downstream processes
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters, including:
  - effect of ambient temperature on the cooling process
  - possible cause of condensation formation on product from the cooling tunnel
  - issues with wrapping seals
- methods used to monitor the cooling and wrapping process, including:
  - inspecting, measuring and testing
  - inspection or test points (control points)
  - related procedures and recording requirements
- common causes of variation, and corrective action required
- good manufacturing practices (GMP) relevant to work task
- health and safety hazards and controls, including:
  - risks associated with working with refrigerant, and action required in the event of a leak
  - isolation, lock-out and tag-out procedures and responsibilities
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- fundamentals of common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- equipment shutdown requirements relevant to performance evidence, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- procedures and responsibility for reporting production and performance information
- emerging technologies related to high volume production baking
- cleaning and sanitisation procedures required for production equipment and work area
- recording procedures to track traceability of product.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - cooling and wrapping equipment, including conveyors, cooling tunnels, wrapping arms
  - product for cooling and wrapping
  - wrapping materials
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch specifications, control points and processing parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPHVB3002 Operate and monitor a laminated pastry production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a laminated pastry production process, including mixing and sheeting or layering processes.

Laminated pastry is also referred to as puff pastry.

The unit applies to individuals who take responsibility for the operation and monitoring of the laminated pastry production process and associated equipment in a production baking environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the laminated pastry production equipment and process for operation	1.1 Confirm availability of ingredients to meet production requirements 1.2 Identify health and safety hazards and address risks, including using appropriate personal protective clothing and equipment 1.3 Identify and confirm equipment is clean and maintenance requirements have been met, according to health, safety and food safety requirements 1.4 Fit machine components and related attachments and adjust to meet operating and safety requirements 1.5 Select processing and operating parameters to meet safety and production requirements 1.6 Carry out pre-start checks according to operator instructions
2. Operate and monitor equipment	2.1 Start the pastry production process according to workplace procedures 2.2 Monitor mixing equipment to ensure optimal operations 2.3 Monitor the mixing process to confirm that fat is incorporated and product meets specifications 2.4 Monitor the folding and laminating process to ensure that product meets specifications 2.5 Monitor supply and flow of materials to and from the laminating process to ensure that product meets specifications 2.6 Identify, rectify and report out-of-specification product and process outcomes 2.7 Conduct work and maintain a clean and tidy workplace according to workplace environmental guidelines
3. Complete the process	3.1 Shut down the laminated pastry production process safely, according to workplace procedures 3.2 Identify and report maintenance requirements 3.3 Maintain workplace records accurately according to workplace procedures
4. Recognise and correct common faults	4.1 Take samples and check laminated pastry to ensure it meets specifications 4.2 Identify causes of typical faults and how they can be rectified according to workplace requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.3 Discard faulty products according to workplace and environmental guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret work instructions and product specifications
Writing	• Record processing information using digital and/or paper-based formats
Oral communication	• Follow instructions and ask questions to clarify information
Numeracy	• Interpret temperature gauges, scales, roller settings • Scale recipes up and down • Weigh (g, kg) and measure (ml, L) ingredients

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3002 Operate and monitor a laminated pastry production process	FBPPBK2007 Operate a pastry production process	Unit code and title updated to better reflect complexity of task Minor changes to Performance Criteria to clarify task Element 4 added Foundation Skills refined Performance Evidence clarified	Not equivalent

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		Minor changes to Knowledge Evidence and Assessment Conditions to clarify requirements	

Links

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Assessment Requirements for FBPHVB3002 Operate and monitor a laminated pastry production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored pastry production equipment to produce at least one batch of rolled, laminated pastry to meet specifications, including:

- applying safe work procedures
- following food safety procedures
- monitoring and adjusting pastry production process equipment to achieve production outcomes, including setting up and starting up mixers, rollers and laminating processes
- monitoring supply and flow of materials to and from the dough preparation process and equipment operation to confirm process remains within specification, including:
  - flour temperature and type
  - water temperature
  - fat type, distribution and percentage required for pastry types
  - rework pastry addition
  - dough characteristics
  - mixing time
- rolling and laminating dough to specification, including:
  - ensuring in-line hoppers are filled with flour to prevent pastry sticking to rollers
  - ensuring roller settings are within specification
  - checking pastry thickness, fat percentage and number of pastry layers
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- purpose and basic principles of the laminated pastry production process
- procedures for selecting ingredients and materials for laminated pastry production, including:
  - recipe and production specifications
  - supply, condition and quality of ingredients
- laminated pastry ingredients and their purpose
- types of processing equipment, including:
  - weighing equipment
  - mixing equipment
  - laminating and rolling equipment
  - cutting and stacking equipment
  - testing equipment
  - spike rollers and cutters
  - conveyors
  - rework bins
- basic operating principles of laminated pastry production equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- basic operating principles of process control, including the relationship between control panels and systems and laminated pastry production equipment
- key features of the flow of the laminated pastry production process, and the effect of outputs on customer satisfaction and downstream processes, including filling, forming and baking
- quality requirements, including:
  - materials and ingredients, and effect of variation on laminated pastry production process performance
  - finished laminated pastry
- laminated pastry production process specifications, procedures and operating parameters
- methods used to monitor the laminated pastry production process, including:
  - inspecting, measuring and testing processes
  - inspection or test points (control points) in the process
  - related procedures and recording requirements
- common causes of variation, and corrective action required, including the relationships between time and temperature and humidity in the laminated pastry production process
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- good manufacturing practices (GMP) relevant to work task

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- fundamentals of common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- health and safety procedures to ensure safe work
- environmental issues and controls relevant to the pastry production process, including waste/rework collection and handling procedures related to the process
- emerging technologies related to high volume production baking
- procedures and responsibility for reporting production and performance information
- cleaning and sanitisation procedures required for production equipment and work area
- recording procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - laminated pastry production equipment
  - ingredients to produce laminated pastry products
  - cleaning materials and equipment
- specifications:
  - work instructions, including control points and laminated pastry production parameters
  - production schedule, and recipe and batch specifications for laminated pastry products
  - information on equipment capacity and operating parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPHVB3003 Operate and monitor a pastry forming and filling process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a process to deposit fillings into a pastry shell or onto a pastry sheet which is then topped or formed to product specifications.

This unit applies to individuals who take responsibility for the operation and monitoring of a pastry forming and filling process and associated equipment in a high volume baking environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the pastry	1.1 Confirm availability of materials able to meet production

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
forming and filling equipment and process for operation	requirements 1.2 Identify health, safety and food safety hazards and address risks, including using appropriate personal protective clothing and equipment 1.3 Identify and confirm equipment is clean and maintenance requirements have been met, according to health, safety and food safety requirements 1.4 Fit machine components and related attachments and adjust to meet operating and safety requirements 1.5 Select processing and operating parameters to meet safety and production requirements 1.6 Carry out pre-start checks according to operator instructions
2. Operate and monitor equipment	2.1 Start the pastry forming and filling process according to workplace procedures 2.2 Monitor equipment to ensure optimal operations 2.3 Monitor the process to confirm that product meets specifications 2.4 Identify, report and rectify out-of-specification product and process outcomes 2.5 Conduct work and maintain a clean and tidy workplace according to workplace environmental and food safety procedures
3. Complete the process	3.1 Shut down the process safely according to workplace procedures 3.2 Identify and report maintenance requirements according to workplace procedures 3.3 Maintain workplace records accurately according to workplace procedures
4. Recognise and correct common faults	4.1 Take samples and check formed and filled pastry products to ensure they meet specifications 4.2 Identify causes of typical faults and how they can be rectified according to workplace requirements 4.3 Discard faulty products according to workplace and environmental guidelines

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret production requirements
Writing	• Record processing information using digital and/or paper-based formats
Oral communication	• Follow instructions and ask questions to clarify information
Numeracy	• Accurately interpret readings on gauges and scales • Use basic arithmetic to calculate quantities • Measure size (mm, cm) and weight (mg, g, kg) of filled and formed pastries against specifications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3003 Operate and monitor a pastry forming and filling process	FBPPBK2002 Operate a pastry forming and filling process	Unit code and title updated to better reflect complexity of task Minor changes to Performance Criteria to clarify task Element 4 added Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions to clarify requirements	Not equivalent

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Assessment Requirements for FBPHVB3003 Operate and monitor a pastry forming and filling process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored pastry forming and filling equipment to produce at least one batch of pastries to meet specifications, including:

- applying safe work procedures
- following food safety procedures
- confirming supply and condition of necessary materials and services, including:
  - transfer of fillings and pastry to the production line to meet production requirements
  - pastry types and fillings match product specifications
  - availability of tin spray, water and egg yolk spray
  - suitability of rework pastry
- monitoring and adjusting pastry forming and filling process equipment to achieve production specifications, including:
  - pastry thickness
  - alignment of deposited filling in relation to pastry sheet or shell
  - amount and/or rate of filling deposited
  - product weight
  - enclosure of pastry product by forming, rolling or covering with a pastry top
  - application of toppings and finishes according to production schedule
  - appearance (size and shape)
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the pastry forming and filling process

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- types of equipment, including:
  - filling equipment
  - depositing equipment
  - forming equipment
  - weighing equipment
  - trays and tins
  - rework bins
  - hoppers
  - spike rollers and cutter
  - shakers and topping equipment
- different types of fillings used at the workplace
- basic operating principles of pastry forming and filling equipment, including:
  - main equipment components and attachments
  - status and purpose of guards
  - operating capacities and applications of equipment used in performance evidence
  - purpose and location of sensors and related feedback instrumentation
  - procedures for selecting and fitting appropriate filler heads and/or finishing attachments
- typical equipment faults and related causes, including:
  - recognition of signs and symptoms of faulty equipment
  - early warning signs of potential problems
- basic operating principles of process control, including the relationship between control panels and systems and pastry forming and filling equipment
- key features of the flow of the pastry forming and filling process, and the effect of outputs on downstream processes, including freezing or baking
- pastry forming and filling process specifications, procedures and operating parameters, including:
  - operating the depositing process, and operating closing (lidding) and finishing
  - quality requirements of materials and ingredients, and effect of variation on pastry forming and filling process performance
  - quality standards required of the filled product
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- methods used to monitor the pastry forming and filling production process, including:
  - inspecting, measuring and testing as required by the process
  - inspection or test points (control points) in the process
  - related procedures and recording requirements
- common causes of variation, and corrective action required
- health and safety hazards and controls, including:
  - awareness of the limitations of personal protective equipment relevant to the pastry forming and filling process

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    - isolation, lock-out and tag-out procedures and responsibilities
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- good manufacturing practices (GMP) relevant to work task
- fundamentals of common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- equipment and process shutdown requirements, including:
    - emergency and routine shutdowns
    - procedures to follow in the event of a power outage
- waste and rework collection and handling procedures
- emerging technologies related to high volume production baking
- cleaning and sanitisation procedures required for production equipment and work area
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment
    - pastry forming and filling equipment
    - filling ingredients and pastry to be filled and formed
    - cleaning materials and equipment
- specifications:
    - work instructions, including control points and pastry forming and filling production processing parameters
    - information on equipment capacity and operating parameters
    - production schedule/batch specifications, control points and processing parameters
    - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPHVB3004 Manufacture wafer products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a wafer products manufacturing process.

This unit applies to individuals who take responsibility for the operation and monitoring of a wafer manufacturing process and associated equipment in a production baking environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the wafer process for operation	1.1 Confirm availability of materials to meet production requirements 1.2 Identify health, safety and food safety hazards and address risks, including using appropriate personal protective clothing and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	equipment 1.3 Identify and confirm equipment is clean and maintenance requirements have been met, according to health, safety and food safety requirements 1.4 Fit machine components and related attachments and adjust to meet operating requirements 1.5 Select processing and operating parameters to meet safety and production requirements 1.6 Carry out pre-start checks according to operator instructions
2. Operate and monitor equipment	2.1 Start the wafer products manufacturing process according to workplace procedures 2.2 Monitor equipment and services to ensure optimal operations 2.3 Monitor the product to confirm that it meets specifications 2.4 Take samples and test product to ensure it meets specifications 2.5 Identify, rectify and report out-of-specification product and process outcomes 2.6 Unload and transfer baked products for cooling and finishing 2.7 Conduct work and maintain a clean and tidy workplace according to workplace housekeeping procedures and environmental guidelines
3. Complete the process	3.1 Identify the appropriate shutdown procedure and implement 3.2 Identify and report maintenance requirements 3.3 Maintain workplace and batch records accurately according to workplace procedures
4. Recognise and correct common faults	4.1 Test wafer product to ensure it meets specifications 4.2 Identify causes of typical faults and how they can be rectified according to workplace requirements 4.3 Discard faulty products according to workplace and environmental guidelines

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures • Interpret production requirements • Interact with process control screens
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators and data, including temperature (°C), wafer width, length and thickness (mm) and weight (mg, g), speed settings • Use basic arithmetic to scale recipes up and down

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3004 Manufacture wafer products	FBPPBK2004 Manufacture wafer products	Updated unit code Minor changes to wording of Elements and Performance Criteria to clarify intent Element 4 added Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions to clarify requirements	Not equivalent

Links

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Assessment Requirements for FBPHVB3004 Manufacture wafer products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has set up, operated, adjusted and shut down a wafer manufacturing process to produce at least one batch of wafers to specification, including:

- applying safe work practices
- following food safety procedures
- ensuring correct batter is supplied and confirming settings, including:
  - wafer plates are selected for product type
  - oven settings for product type
  - web/chain speed settings
  - depositing rate settings
- monitoring and adjusting process equipment to achieve required outcomes, including monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - wafer size (width, length and thickness)
  - wafer texture, colour and weight
  - wafer moisture level
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of each stage of the wafer manufacturing process
- basic operating principles of equipment, including:
  - main equipment components

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  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, loss of power, and early warning signs of potential problems
- the flow of the wafer manufacturing process, and the effect of outputs on downstream processes
- basic operating principles of process control, including the relationship between control panels and systems and wafer products manufacturing equipment
- specifications and quality characteristics to be achieved by the wafer manufacturing process, including:
  - quality requirements of materials
  - effect of variation on wafer manufacturing process performance
  - changes that occur in product during processing
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- methods used to monitor the wafer manufacturing process, including:
  - inspecting, measuring and testing as required by the wafer products manufacturing process
  - inspection or test points (control points) in the process
  - related procedures and recording requirements
- common causes of variation, and corrective action required
- good manufacturing practices (GMP) relevant to work task
- health and safety hazards and controls, including:
  - routine shutdown for wafer manufacturing process
  - emergency shutdowns
  - procedures to follow in the event of a power outage
  - isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- common microbiological, physical, chemical and allergenic hazards that can occur when processing wafers, including the types of hazards likely to occur, the conditions under which they occur, and possible consequences
- waste and rework collection and handling procedures
- emerging technologies related to high volume production baking
- cleaning and sanitisation procedures for wafer manufacturing equipment
- procedures to record traceability of product and ingredients.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

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- physical conditions:
  - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - depositing, baking and related equipment
  - wafer plates
  - batter to meet production requirements
  - cleaning materials and equipment
- specifications:
  - work instructions and procedures, including control points and wafer manufacturing processing parameters
  - production schedule and recipe and batch specifications for wafer products
  - information on equipment capacity and operating parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPHVB3005 Operate and monitor a doughnut making process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down the manufacturing process to produce yeast raised or cake doughnuts.

The unit applies to operators who take responsibility for doughnut making operations in a production baking environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the manufacturing equipment and process for operation	1.1 Confirm availability of ingredients and resources to meet production requirements 1.2 Identify health and safety hazards and address risks, including

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	using appropriate personal protective clothing and equipment 1.3 Identify and confirm equipment is clean and maintenance requirements have been met, according to health, safety and food safety requirements 1.4 Fit machine components and related attachments and adjust to meet operating and safety requirements 1.5 Select processing and operating parameters to meet safety and production requirements 1.6 Carry out pre-start checks according to operator instructions
2. Operate and monitor equipment	2.1 Start and operate the doughnut making process according to workplace procedures 2.2 Monitor equipment to ensure optimal operations 2.3 Monitor the process to confirm that product meets specifications 2.4 Identify, rectify and report out-of-specification product and process outcomes 2.5 Use equipment to apply topping and fillings according to production specifications and operator instructions 2.6 Conduct work and maintain a clean and tidy workplace according to workplace environmental and food safety procedures
3. Shut down the process	3.1 Complete the process safely according to workplace procedures 3.2 Identify and report maintenance requirements 3.3 Maintain workplace records accurately according to workplace procedures
4. Recognise and correct common faults	4.1 Test doughnuts to ensure end product meets specifications 4.2 Identify causes of typical faults and how they can be rectified according to workplace requirements 4.3 Discard faulty products according to workplace and environmental guidelines

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret text in work instructions and production schedule, and recognise workplace signage
Writing	• Record processing information using digital and/or paper-based formats
Oral communication	• Participate in verbal exchanges to ask questions and convey workplace information
Numeracy	• Measure size (mm, cm) and weight (mg, g, kg) of ingredients and products • Scale quantities (up and down) of doughnut mix, oil, glazing and other products needed for production • Interpret gauges, including temperature scales

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3005 Operate and monitor a doughnut making process	FBPPBK2005 Operate a doughnut making process	Unit code and title updated to better reflect complexity of task Minor changes to Performance Criteria to clarify task Element 4 added Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions to clarify requirements	Not equivalent

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Assessment Requirements for FBPHVB3005 Operate and monitor a doughnut making process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has set up, operated, adjusted and shut down doughnut-making equipment to produce at least one batch of doughnuts to specification, including:

- applying safe work procedures
- following food safety procedures
- conducting pre-start checks for equipment, including:
  - doughnut mixing and forming equipment
  - deep frying equipment
  - cooling tunnels/spirals
- monitoring and adjusting process equipment to achieve required outcomes, including monitoring:
  - materials transfer prior to commencing mixing
  - mixing parameters for water and flour temperature
  - sequence of ingredient addition and mixing times
  - forming parameters, including air pressure to maintain weight of doughnut
  - proving parameters – humidity and temperature within prover and time
  - frying parameters – oil temperature, appearance of cooked doughnuts and time
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the doughnut manufacturing process
- stages and requirements of each processing stage in doughnut manufacture, including:

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  - mixing
  - dropping
  - proving
  - frying
- role of main ingredients
- types of equipment, including:
  - doughnut mixing and forming equipment
  - deep frying equipment, gas and electric
  - cooling tunnels and spirals
  - weigh scales
  - hoppers
  - forming equipment
  - cutters
  - provers
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- starting, operating, monitoring and adjusting process equipment to achieve required outcomes
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, loss of power, and early warning signs of potential problems
- good manufacturing practices (GMP) relevant to work task
- basic operating principles of process control, including the relationship between control panels and systems and the doughnut production equipment
- key features of the flow of the doughnut manufacturing process, and the effect of outputs on customer satisfaction and downstream processes, including packaging
- quality requirements of materials, and effect of variation on doughnut manufacturing process performance
- quality characteristics to be achieved by the finished doughnut
- process specifications, procedures and operating parameters, including procedures for adjusting water temperature to compensate for atmospheric conditions
- methods used to monitor the doughnut manufacturing process, including:
  - inspecting, measuring and testing
  - inspection or test points (control points) in the process
  - related procedures and recording requirements
- health and safety hazards and controls, including:
  - limitations of personal protective equipment
  - routine shutdown requirements
  - emergency shutdown procedures

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    - procedures to follow in the event of a power outage
    - isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- fundamentals of common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- waste disposal procedures
- emerging technologies related to high volume production baking
- cleaning and sanitisation procedures required for production equipment and work area
- procedures to track traceability of product and ingredients.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment
    - doughnut making and frying equipment and related services
    - equipment to apply toppings and fillings
    - ingredients for batter
    - cleaning materials and equipment
- specifications:
    - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
    - information on equipment capacity and operating parameters
    - production schedule/batch specifications, control points and processing parameters
    - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPHVB3006 Operate and monitor a forming or shaping process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a biscuit forming or shaping process.

This unit applies to individuals who take responsibility for the operation and monitoring of processing machines and equipment to form and shape biscuit dough. The work includes identifying and providing solutions to routine and some non-routine problems. Biscuits may be for human consumption or animal feed.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Interpret work instructions from supervisor and clarify where required

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify health and safety hazards and inform supervisor 1.3 Wear appropriate personal protective equipment and clothing and ensure correct fit 1.4 Confirm materials and ingredients are available to meet operating and food safety requirements 1.5 Confirm equipment and services are available 1.6 Confirm equipment is clean and maintenance requirements have been met, according to health, safety and food safety requirements
2. Prepare for operation	2.1 Fit and adjust machine components and related attachments according to operating requirements 2.2 Enter processing or operating parameters to meet safety and production requirements 2.3 Check and adjust equipment performance according to operating requirements 2.4 Carry out pre-start checks according to operator instructions
3. Operate and monitor equipment	3.1 Start, operate and monitor the process for variation in operating conditions according to safe operating requirements 3.2 Monitor the process to confirm that formed product is produced to specification 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements
4. Complete the process	4.1 Identify the appropriate shutdown procedure and implement safely 4.2 Report maintenance requirements according to workplace procedures • 4.3 Maintain work area to meet housekeeping standards 4.4 Maintain workplace records in required format
5. Recognise and correct common faults	5.1 Take samples and check formed biscuits to ensure they meet specifications 5.2 Identify causes of any common faults, rectify and report product or process outcomes according to workplace requirements 5.3 Discard faulty products according to workplace and environmental guidelines

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures • Interpret production requirements • Interact with process control screens
Writing	• Record processing data using digital and/or paper-based formats
Numeracy	• Accurately interpret readings on gauges and scales • Use basic arithmetic to calculate quantities • Measure size (mm, cm) and weight (mg, g, kg) of product against specifications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3006 Operate and monitor a forming or shaping process	FBPOPR2025 Manufacture extruded and toasted products	Redesigned unit merging FBPOPR2025 and FBPOPR2026	Not equivalent
FBPHVB3006 Operate and monitor a forming or shaping process	FBPOPR2026 OPerate a forming or shaping process	Redesigned unit merging FBPOPR2025 and FBPOPR2026	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPHVB3006 Operate and monitor a forming or shaping process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a forming or shaping process on at least one occasion, including:

- applying safe work practices
- confirming supply and condition of necessary materials and services, including transferring and loading dough into hoppers
- confirming condition of dough, including:
  - dough type matches product specification
  - dough temperature, consistency/texture, moisture level, weight and colour
  - dough standing time
  - dough supply/quantities
- confirming setting selection, including:
  - setting parameters for process type
  - setting equipment speeds
  - adjusting roller and web settings (as required)
  - adjusting depositing/extrusion settings (as required)
- monitoring and adjusting process equipment to achieve required outcomes, including control points, and conducting inspections as required to confirm process remains within specification, including:
  - biscuit size, shape and thickness
  - biscuit weight
  - dough temperature
- taking corrective action in response to typical faults and inconsistencies.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of biscuit forming
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available
- the flow of the biscuit forming process, and the effect of outputs on downstream processes
- effect of dough quality on process outcomes
- quality characteristics to be achieved by the process
- quality requirements of materials, and effect of variation on process performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters, including procedures for incorporating reworked dough and procedures for mending webs as required
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the production process, including inspecting, measuring and testing
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- common microbiological, physical, chemical and allergenic hazards that can occur when processing biscuits, including the types of hazards likely to occur, the conditions under which they occur, and possible consequences
- common causes of variation, and corrective action required
- health and safety hazards and controls relevant to operating a forming or shaping process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- emerging technologies related to high volume production baking
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for biscuit forming and shaping equipment
- recording procedures to track traceability of product.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - forming and shaping equipment and services
  - biscuit dough to be formed
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule and recipe/batch instructions
  - control points and processing parameters
  - recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPHVB3007 Manufacture crisp breads

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a crisp breads manufacturing process.

This unit applies to individuals who take responsibility for the operation and monitoring of a crisp breads production process and associated equipment in a high volume baking environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the crisp breads manufacturing equipment and process	1.1 Confirm ingredients are available to meet production requirements 1.2 Identify and confirm cleaning and maintenance requirements have

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
for operation	been met according to health, safety and food safety procedures 1.3 Select and fit appropriate personal protective equipment 1.4 Fit and adjust machine components and attachments to meet operating and safety requirements 1.5 Enter processing and operating parameters to meet safety and production requirements 1.6 Carry out pre-start checks according to operator instructions
2. Operate and monitor process	2.1 Start the crisp breads manufacturing process according to workplace procedures 2.2 Monitor equipment to identify variation in operating conditions, and report variations in equipment operation 2.3 Monitor the process and test samples to confirm that product meets specifications 2.4 Identify, report and rectify out-of-specification product and process outcomes 2.5 Conduct work and maintain a clean and tidy workplace according to workplace environmental and food safety procedures 2.6 Maintain workplace records in required format
3. Complete the process	3.1 Identify appropriate shutdown procedure 3.2 Shut down process safely and clean equipment according to workplace procedures 3.3 Identify and report maintenance issues according to workplace procedures 3.4 Ensure waste is disposed of in line with environmental requirements
4. Recognise and correct common faults	4.1 Test crisp breads product to ensure it meets specifications 4.2 Identify causes of typical faults and how they can be rectified according to workplace requirements 4.3 Discard faulty products according to workplace and environmental guidelines

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret text in work instructions, and recognise workplace signage
Writing	• Record product and processing information using digital and/or paper-based formats
Numeracy	• Accurately interpret readings on scales and gauges • Calculate quantities of dough and slurry • Check size and weight of crisp breads against specifications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3007 Manufacture crisp breads	FBPPBK2003 Manufacture rye crisp breads	Updated unit code and title References to 'rye' removed Minor changes to Performance Criteria to clarify intent Element 4 added Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Not equivalent

Links

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Assessment Requirements for FBPHVB3007 Manufacture crisp breads

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has manufactured at least one batch of crisp breads to meet product specifications, including:

- applying safe work practices
- applying food safety procedures to work practices
- confirming supply of necessary materials and services, including confirming slurry quality, quantity, temperature and degree of aeration
- confirming settings, including:
  - ovens and cutter settings for product type
  - web speed settings
  - depositing rate settings
  - flour (dusting) process settings
  - docking roller adjusted for product type
- monitoring and adjusting manufacturing equipment to achieve production specification, including:
  - slurry volume, weight and density
  - size (width, length and thickness)
  - texture, colour and weight
  - moisture level
  - clean, even break or cut
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- purpose and basic principles of each stage of the crisp breads manufacturing process
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, loss of power, and early warning signs of potential problems
- the flow of the crisp breads manufacturing process, and the effect of outputs on downstream processes
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the crisp bread manufacturing equipment
- specifications and quality characteristics to be achieved by the crisp breads manufacturing process, including:
  - quality requirements of materials, and effect of variation on process performance
  - effect of slurry temperature on its ability to hold air
  - effect of docking roller on baking process
  - changes that occur in product during processing
- good manufacturing practices (GMP) relevant to work task
- contamination/cross-contamination, cross-contact allergen risks and food safety risks associated with manufacturing crisp breads, and related control measures
- methods used to monitor the crisp breads manufacturing process, including:
  - inspecting, measuring and testing as required by the crisp bread manufacturing process
  - inspection or test points (control points) in the process
  - related procedures and recording requirements
  - common causes of variation, and corrective action required
- health and safety hazards and controls
- procedures and responsibility for reporting production and performance information
- environmental and food safety issues and controls relevant to the crisp breads manufacturing process, including:
  - waste and rework collection and handling procedures
  - contamination and food safety risks
  - cleaning and sanitisation procedures
- emerging technologies related to high volume production baking
- procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:

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    - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - dough mix and slurry to meet production requirements
    - personal protective equipment
    - depositing, baking, cutting and stacking equipment
    - cleaning procedures, materials and equipment
- specifications:
    - production schedule and recipe/batch specifications
    - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
    - information on equipment capacity and operating parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPHVB3008 Operate and monitor a batter production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down processes used to produce batter for cakes, crumpets, puddings and muffins.

This unit applies to individuals who take responsibility for the operation and monitoring of a batter production process and associated equipment in a high volume baking environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Check and confirm production schedule 1.2 Confirm materials are available to meet production requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Wear appropriate personal protective clothing and ensure correct fit 1.4 Prepare materials and pans to meet production requirements 1.5 Confirm services are available and ready for operation
2. Prepare process for operation	2.1 Check equipment is clean and not locked out 2.2 Fit machine components and related attachments and adjust to meet operating requirements 2.3 Enter processing and operating parameters as required to meet safety, food safety, quality and production requirements 2.4 Carry out pre-start checks according to health, safety and food safety requirements 2.5 Load ingredients ready for processing, according to product specification and safe work procedures
3. Operate and monitor equipment	3.1 Start, operate and monitor the batter production process to ensure optimal performance 3.2 Monitor equipment and services to ensure optimal performance 3.3 Monitor batter to ensure specifications are met 3.4 Take samples and test product to ensure it meets specifications 3.5 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.6 Follow and apply workplace cleaning procedures and environmental requirements 3.7 Complete batch processing records according to workplace requirements
4. Complete the process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process safely according to operating procedures 4.3 Prepare equipment for cleaning in preparation for maintenance or next start-up 4.4 Identify and report maintenance requirements according to workplace requirements 4.5 Complete workplace records according to workplace requirements
5. Recognise and correct	5.1 Take samples and test end product to ensure it meets specifications

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
common faults	5.2 Identify causes of typical faults and how they can be rectified according to workplace requirements 5.3 Discard faulty products according to workplace and environmental guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Problem-solve issues with process to ensure quality outcomes
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats
Numeracy	• Scale recipes up or down • Calculate yield of batch • Weigh ingredients (mg, g, kg, T) • Monitor and interpret production and process control indicators and data, including temperature (°C), time, speed, moisture • Check weights of deposited batter

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3008 Operate and monitor a batter production process	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

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Links

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Assessment Requirements for FBPHVB3008 Operate and monitor a batter production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored production equipment to process at least one batch of cake or pudding batter, including:

- applying safe work procedures
- following food safety procedures
- monitoring supply and flow of materials to and from the batter production to confirm it remains within specification, including:
  - flour temperature and type
  - moisture
  - mixing time
  - mixing speed
  - batter appearance
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of each stage of the mixing process, and the effect of variables (time, temperature and mixing speed)
- purpose of mixing equipment
- quality characteristics of batter to be achieved by mixing, and the effect of variation on baked product
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications

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    - the purpose and location of sensors and related feedback instrumentation
- services required, and action to take if services are not available
- typical cake or pudding batter ingredients and their purpose
- the flow of the mixing process, and the effect of outputs on downstream processes
- process specifications, procedures and operating parameters for batters for different products, including:
    - mixing time and speed
    - ingredient and finished batter temperature
    - batter consistency, appearance and texture
- preparation of pans, tins, trays, liners and papers
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the mixing process, including inspecting, measuring specific gravity, flow tests, checking weights and temperatures
- inspection or test points (control points) in the mixing process and the related procedures and recording requirements
- contamination/cross-contamination, cross-contact and food safety risks associated with the mixing process, and related control measures
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- health and safety hazards and controls, including limitations of protective clothing and equipment used
- requirements of different shutdowns as appropriate to the mixing process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities relevant to operating a mixing process
- environmental issues and controls relevant to the mixing process, including waste/rework collection and handling procedures related to the process
- emerging technologies related to high volume production baking
- basic operating principles of process control where relevant, including the relationship between control panels and systems and the physical equipment
- routine maintenance procedures for mixing equipment
- cleaning and sanitisation procedures for mixing equipment
- procedures and responsibility for reporting production information and traceability of product.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - mixing equipment and related services
  - batter ingredients
  - sampling schedules and test procedures and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule and recipe/batch instructions
  - documentation and recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPHVB3009 Operate and monitor a non laminated pastry production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a non laminated pastry production process, including mixing and rolling processes.

Non laminated pastry is also described as short pastry, typically used for sweet and savory products, including pie bases, tarts and shortbreads. The production of choux pastry can also be covered by this unit.

The unit applies to individuals who take responsibility for the operation and monitoring of the non laminated pastry production process and associated equipment in a production baking environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the pastry production equipment and process for operation	1.1 Confirm availability of ingredients and resources to meet production requirements 1.2 Identify health and safety hazards and address risks, including using appropriate personal protective clothing and equipment 1.3 Identify and confirm equipment is clean and maintenance requirements have been met, according to health, safety and food safety requirements 1.4 Fit machine components and related attachments and adjust to meet operating and safety requirements 1.5 Select processing and operating parameters to meet safety and production requirements 1.6 Carry out pre-start checks according to operator instructions
2. Operate and monitor equipment	2.1 Start the non laminated pastry production process according to workplace procedures 2.2 Monitor mixing equipment to ensure optimal operations 2.3 Monitor the mixing process to confirm that fat is incorporated and product meets specifications 2.4 Monitor the rolling process to ensure that product meets specifications 2.5 Monitor supply and flow of materials to and from the process to ensure that product meets specifications 2.6 Identify, rectify and report out-of-specification product and process outcomes 2.7 Conduct work and maintain a clean and tidy workplace according to workplace environmental guidelines
3. Complete the process	3.1 Shut down the pastry production process safely, according to workplace procedures 3.2 Shut down equipment safely and clean equipment according to food safety and workplace procedures 3.3 Maintain workplace records accurately according to workplace procedures
4. Recognise and correct common faults	4.1 Take samples and check pastry to ensure it meets specifications 4.2 Identify causes of typical faults and how they can be rectified according to workplace requirements 4.3 Discard faulty products according to workplace and environmental

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret work instructions and product specifications
Writing	• Record processing information using digital and/or paper-based formats
Oral communication	• Follow instructions and ask questions to clarify information
Numeracy	• Interpret temperature gauges, scales, roller settings • Scale recipes up and down • Weigh (g, kg) and measure (ml, L) ingredients

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3009 Operate and monitor a non laminated pastry production process	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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Assessment Requirements for FBPHVB3009 Operate and monitor a non laminated pastry production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored pastry production equipment to produce at least one batch of non laminated, rolled pastry to meet specifications, including:

- applying safe work procedures
- following food safety procedures
- monitoring supply and flow of materials to and from the dough preparation process and equipment operation to confirm process remains within specification, including:
  - flour temperature and type
  - water temperature
  - fat type, distribution and percentage required for pastry type
  - rework pastry addition
  - dough characteristics
  - mixing time
- rolling dough to specification, including:
  - ensuring in-line hoppers are filled with flour to prevent pastry sticking to rollers
  - roller settings are within specification
  - checking pastry thickness
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the non laminated pastry production process

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- procedures for selecting ingredients and materials for non laminated pastry production, including:
  - recipe and production specifications
  - supply, condition and quality of ingredients
- non laminated pastry ingredients and their purpose
- types of processing equipment, including:
  - weighing equipment
  - mixing equipment
  - rolling equipment
  - testing equipment
  - spike rollers and cutters
  - conveyors
  - rework bins
- basic operating principles of non laminated pastry production equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- basic operating principles of process control, including the relationship between control panels and systems and non laminated pastry production equipment
- key features of the flow of the non laminated pastry production process, and the effect of outputs on customer satisfaction and downstream processes, including filling, forming and baking
- quality requirements, including:
  - materials and ingredients, and effect of variation on non laminated pastry production process performance
  - finished non laminated pastry
- non laminated pastry production process specifications, procedures and operating parameters
- methods used to monitor the non laminated pastry production process, including:
  - inspecting, measuring and testing processes
  - inspection or test points (control points) in the process
  - related procedures and recording requirements
- common causes of variation, and corrective action required, including the relationships between time and temperature and humidity in the non laminated pastry production process
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- good manufacturing practices (GMP) relevant to work task

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- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- health and safety procedures to ensure safe work
- environmental issues and controls relevant to the pastry production process, including waste/rework collection and handling procedures related to the process
- emerging technologies related to high volume production baking
- procedures and responsibility for reporting production and performance information
- cleaning and sanitisation procedures required for production equipment and work area
- recording procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - non laminated pastry production equipment
  - ingredients to produce non laminated pastry products
  - cleaning materials and equipment
- specifications:
  - work instructions, including control points and non laminated pastry production parameters
  - production schedule, and recipe and batch specifications for non laminated pastry products
  - information on equipment capacity and operating parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPHVB3010 Operate and monitor a pastry baking process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a pastry baking process.

This unit applies to individuals who take responsibility for operating and monitoring ovens to bake pastries in a high volume baking environment. Products may include par-baked and double baked pastries. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures, in accordance with state/territory work health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in baking area	1.1 Check and confirm production schedule 1.2 Confirm materials are available to meet production requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Wear appropriate personal protective clothing and ensure correct fit 1.4 Prepare pastry products and trays to meet production requirements, including any pre-bake finishing requirements to meet product specifications 1.5 Confirm services are available and ready for operation
2. Prepare the process for operation	2.1 Check oven is clean and not locked out 2.2 Enter baking temperatures and other parameters as required to meet safety, food safety, quality and production requirements 2.3 Carry out pre-start checks according to workplace health and safety and operating requirements 2.4 Position loading mechanism to feed pastries into oven in line with specifications
3. Operate and monitor equipment	3.1 Start and operate the baking process to ensure optimal performance 3.2 Monitor equipment and services to ensure optimal performance 3.3 Monitor product to ensure specifications are met 3.4 Take samples and test pastry to ensure it meets specifications 3.5 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.6 Unload and transfer baked products for cooling and finishing 3.7 Follow and apply workplace cleaning procedures and environmental requirements 3.8 Complete batch processing records according to workplace requirements
4. Shut down the process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process safely according to operating procedures 4.3 Prepare equipment for cleaning in preparation for maintenance or next start-up 4.4 Identify and report maintenance requirements according to workplace requirements 4.5 Complete workplace records according to workplace requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Recognise and correct common faults	5.1 Test end product to ensure it meets specifications 5.2 Identify causes of typical faults and how they can be rectified according to workplace requirements 5.3 Discard faulty products according to workplace and environmental guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Problem-solve issues with process to ensure quality outcomes
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats
Numeracy	• Monitor and interpret baking control indicators and data, including temperature (°C), time, humidity

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3010 Operate and monitor a pastry baking process	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

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Links

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Assessment Requirements for FBPHVB3010 Operate and monitor a pastry baking process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a baking process to bake at least one batch of pastries to meet product specifications, including:

- applying safe work procedures
- following food safety procedures
- confirming oven settings and parameters, including:
  - correct oven settings for baking time
  - oven zone temperatures
  - conveyor speed, loaders and dischargers
  - circulation and exhaust fans
  - water seals
  - burner controls and steam
  - heights, guides and air blowers
- monitoring baked pastries, including quantities and pastry appearance (colour and sheen, uniformity of shape, weight and size, and moisture)
- taking corrective action in response to typical faults and inconsistencies in separated product.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of each stage of the baking process, including the stages of the baking process and changes that occur in the product, the effect of variables (time, temperature and humidity), and oven zones as appropriate to oven type
- basic operating principles of equipment, including:
  - the difference between convection and impingement ovens

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  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- types of ovens typically used in high volume baking environments, and the principles of heat transfer, including:
  - convection
  - conduction
  - radiation
  - electromagnetic radiation
- quality characteristics to be achieved by the baked product
- process specifications, procedures and operating parameters for different baked pastry products
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the baking process, including inspecting, measuring and testing, by the process
- inspection or test points (control points) in the baking process and the related procedures and recording requirements, including the ability to conduct dew point and/or wet bulb tests
- contamination/cross-contamination and food safety risks associated with the baking process, and related control measures
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- health and safety hazards and controls
- requirements of different shutdowns as appropriate to the baking process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities relevant to operating a baking process
- environmental issues and controls relevant to the baking process, including waste/rework collection and handling procedures related to the process
- purpose and operating procedures for related processes, including in-line proving and finishing equipment where relevant
- basic operating principles of process control where relevant, including the relationship between control panels and systems and the physical equipment
- emerging technologies related to high volume production baking
- routine maintenance procedures for baking equipment
- cleaning and sanitisation procedures for baking equipment

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- procedures and responsibility for reporting production information and traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - baking and depanning equipment and services, and related equipment
  - product to be baked
  - sampling schedules and test procedures and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - specifications, control points and processing parameters
  - production schedule and recipe/batch instructions
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPHVB3011 Operate and monitor the production of fillings

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down processes used to produce fillings, toppings and sauces that may be used to finish sweet or savory breads, pastries, cakes, puddings and biscuits.

This unit applies to individuals who take responsibility for the operation and monitoring of a filling production process and associated equipment in a high volume baking environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Check and confirm production schedule

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Confirm materials are available to meet production requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit 1.4 Prepare ingredients to meet production requirements 1.5 Confirm services are available and ready for operation
2. Prepare process for operation	2.1 Check equipment is clean and not locked out 2.2 Fit machine components and related attachments, and adjust to meet operating requirements 2.3 Enter processing and operating parameters as required to meet safety, food safety, quality and production requirements 2.4 Carry out pre-start checks according to workplace health and safety and operating requirements 2.5 Load ingredients ready for processing, according to product specification and safe work procedures
3. Operate and monitor equipment	3.1 Start and operate the production process to ensure optimal performance 3.2 Monitor equipment and services to ensure optimal performance 3.3 Monitor product to ensure specifications are met 3.4 Take samples and test product to ensure it meets specifications 3.5 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.6 Follow and apply workplace cleaning procedures and environmental requirements 3.7 Complete batch processing records according to workplace requirements
4. Complete the process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process safely according to operating procedures 4.3 Prepare equipment for cleaning in preparation for maintenance or next start-up 4.4 Identify and report maintenance requirements according to workplace requirements 4.5 Complete workplace records according to workplace requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Recognise and correct common faults	5.1 Test end product to ensure it meets specifications 5.2 Identify causes of typical faults and how they can be rectified according to workplace requirements 5.3 Discard faulty products according to workplace and environmental guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Problem-solve issues with process to ensure quality outcomes
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production schedules and requirements
Writing	• Record processing data using digital and/or paper-based formats
Numeracy	• Scale recipes up or down • Calculate yield of batch • Weigh ingredients (mg, g, kg, T) • Monitor and interpret production and process control indicators and data, including temperature (°C), time, speed, moisture

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3011 Operate and monitor the production of fillings	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing	Newly created

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		unit	

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Assessment Requirements for FBPHVB3011 Operate and monitor the production of fillings

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored production equipment to produce at least two different types of fillings, toppings or sauces, using different methods, to meet product specifications, including:

- applying safe work procedures
- following food safety procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of each stage of the mixing process, and the effect of variables (time, temperature and mixing speed)
- purpose of mixing equipment
- quality characteristics of filling, topping or sauce to be achieved and how it will be applied to the baked product
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available
- the flow of the mixing process and the effect of outputs on downstream processes
- process specifications, procedures and operating parameters for fillings, toppings and sauces for different products, including:
  - mixing time and speed

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  - ingredients
  - product consistency, appearance and texture
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the mixing process, including inspecting, measuring specific gravity, flow tests, checking weights and temperatures
- inspection or test points (control points) in the mixing process and the related procedures and recording requirements
- contamination/cross-contamination, cross-contact and food safety risks associated with the mixing process, and related control measures
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- health and safety hazards and controls, including limitations of protective clothing and equipment used
- requirements of different shutdowns as appropriate to the mixing process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities relevant to operating a mixing process
- environmental issues and controls relevant to the mixing process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control where relevant, including the relationship between control panels and systems and the physical equipment
- routine maintenance procedures for mixing equipment
- emerging technologies related to high volume production baking
- cleaning and sanitisation procedures for mixing equipment
- procedures and responsibility for reporting production information and traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - mixing equipment and related services
  - ingredients

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- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - recipe/batch instructions
  - documentation and recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPHVB3012 Operate and monitor a biscuit dough make up process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a biscuit or cookie dough production process that will go on for further processing.

The unit applies to individuals who take responsibility for the operation and monitoring of the biscuit or cookie dough production process and associated equipment in a production baking environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the dough	1.1 Confirm availability of ingredients to meet production

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
production equipment and process for operation	requirements 1.2 Identify health and safety hazards and address risks, including using appropriate personal protective clothing and equipment 1.3 Identify and confirm equipment is clean and maintenance requirements have been met, according to health, safety and food safety requirements 1.4 Fit machine components and related attachments, and adjust to meet operating and safety requirements 1.5 Select processing and operating parameters to meet safety and production requirements 1.6 Carry out pre-start checks according to operator instructions
2. Operate and monitor equipment	2.1 Start the biscuit/cookie dough production process according to workplace procedures 2.2 Monitor mixing equipment to ensure optimal operations 2.3 Monitor the mixing process to confirm that fat is incorporated and product meets specifications 2.4 Monitor supply and flow of materials to and from the mixing process to ensure that product meets specifications 2.5 Identify, rectify and report out-of-specification product and process outcomes 2.6 Conduct work and maintain a clean and tidy workplace according to workplace environmental guidelines
3. Complete the process	3.1 Shut down the dough production process safely, according to workplace procedures 3.2 Identify and report maintenance requirements 3.3 Maintain workplace records accurately according to workplace procedures
4. Recognise and correct common faults	4.1 Take samples and check dough to ensure it meets specifications 4.2 Identify causes of typical faults and how they can be rectified according to workplace requirements 4.3 Discard faulty products according to workplace and environmental guidelines

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret work instructions and product specifications
Writing	• Record processing information using digital and/or paper-based formats
Oral communication	• Follow instructions and ask questions to clarify information
Numeracy	• Interpret temperature gauges, scales, roller settings • Scale recipes up and down • Weigh (g, kg) and measure (ml, L) ingredients

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3012 Operate and monitor a biscuit dough make up process	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPHVB3012 Operate and monitor a biscuit dough make up process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored dough production equipment to produce at least one batch of biscuit/cookie dough to meet specifications, including:

- applying safe work procedures
- following food safety procedures
- monitoring supply and flow of materials to and from the dough preparation process and equipment operation to confirm process remains within specification, including:
  - flour temperature and type
  - water temperature
  - fat type, distribution and percentage required for dough type
  - dough characteristics
  - mixing time
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the biscuit/cookie dough production process
- procedures for selecting ingredients and materials for biscuit/cookie dough production, including:
  - recipe and production specifications
  - supply, condition and quality of ingredients
- biscuit/cookie dough ingredients and their purpose
- types of processing equipment, including:
  - weighing equipment

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  - mixing equipment
  - rolling equipment
  - testing equipment
  - spike rollers and cutters
  - conveyors
  - rework bins
- basic operating principles of biscuit/cookie production equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- basic operating principles of process control, including the relationship between control panels and systems and biscuit/cookie dough production equipment
- quality requirements, including:
  - materials and ingredients, and effect of variation on biscuit/cookie dough production process performance
  - finished biscuit/cookie dough
- methods used to monitor the biscuit/cookie dough production process, including:
  - inspecting, measuring and testing processes
  - inspection or test points (control points) in the process
  - related procedures and recording requirements
- common causes of variation, and corrective action required, including the relationships between time and temperature and humidity in the biscuit/cookie dough production process
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- good manufacturing practices (GMP) relevant to work task
- fundamentals of common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- health and safety procedures to ensure safe work
- environmental issues and controls relevant to the dough production process, including waste/rework collection and handling procedures related to the process
- emerging technologies related to high volume production baking
- procedures and responsibility for reporting production and performance information
- cleaning and sanitisation procedures required for production equipment and work area
- recording procedures to track traceability of product.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - biscuit/cookie dough production equipment
  - ingredients to produce biscuit/cookie dough
  - cleaning materials and equipment
- specifications:
  - production schedule, and recipe and batch specifications for biscuit/cookie dough
  - information on equipment capacity and operating parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPHVB3013 Operate and monitor a baking process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a high volume baking process to bake cakes, puddings and/or biscuits.

This unit applies to individuals who take responsibility for operating and monitoring ovens to bake cakes, pudding and/or biscuits in a high volume baking environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures, in accordance with state/territory work health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in baking area	1.1 Check and confirm production schedule 1.2 Confirm materials are available to meet production requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Wear appropriate personal protective clothing and ensure correct fit 1.4 Prepare cakes, puddings and/or biscuits products and trays to meet production requirements, including any pre-bake finishing requirements to meet product specifications 1.5 Confirm services are available and ready for operation
2. Prepare the process for operation	2.1 Check oven is clean and not locked out 2.2 Enter baking temperatures and other parameters as required to meet safety, food safety, quality and production requirements 2.3 Carry out pre-start checks according to workplace health and safety and operating requirements 2.4 Position loading mechanism to feed products into oven in line with specifications
3. Operate and monitor equipment	3.1 Start and operate the baking process to ensure optimal performance 3.2 Monitor equipment and services to ensure optimal performance 3.3 Monitor product to ensure specifications are met 3.4 Take samples and test product to ensure it meets specifications 3.5 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.6 Unload and transfer baked products for cooling and finishing 3.7 Follow and apply workplace cleaning procedures and environmental requirements 3.8 Complete batch processing records according to workplace requirements
4. Complete the process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process safely according to operating procedures 4.3 Prepare equipment for cleaning in preparation for maintenance or next start-up 4.4 Identify and report maintenance requirements according to workplace requirements 4.5 Complete workplace records according to workplace requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Recognise and correct common faults	5.1 Test baked product to ensure it meets specifications 5.2 Identify causes of typical faults and how they can be rectified according to workplace requirements 5.3 Discard faulty products according to workplace and environmental guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Problem-solve issues with process to ensure quality outcomes
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats
Numeracy	• Monitor and interpret baking control indicators and data, including temperature (°C), time, humidity

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3013 Operate and monitor a pastry baking process	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

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Assessment Requirements for FBPHVB3013 Operate and monitor a baking process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a baking process to bake at least two batches of cakes, puddings and/or biscuits to meet product specifications, including:

- applying safe work procedures
- following food safety procedures
- confirming oven settings and parameters, including:
  - correct oven settings for baking time
  - oven zone temperatures
  - conveyor speed, loaders and dischargers
  - circulation and exhaust fans
  - water seals
  - burner controls and steam
  - heights, guides and air blowers
- monitoring baked products, including quantities and appearance (colour and sheen, uniformity of shape, weight and size, and moisture)
- taking corrective action in response to typical faults and inconsistencies in separated product.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of each stage of the baking process, including the stages of the baking process and changes that occur in the product, the effect of variables (time, temperature and humidity), and oven zones as appropriate to oven type
- basic operating principles of equipment, including:

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  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- types of ovens typically used in high volume baking environments, and the principles of heat transfer, including:
  - convection
  - conduction
  - radiation
  - electromagnetic radiation
- quality characteristics to be achieved by the baked product
- quality characteristics to be achieved by depanning
- the effects of oven heat on different baked products, including cakes, puddings and biscuits
- process specifications, procedures and operating parameters for cakes, puddings and biscuits
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the baking process for cakes, puddings and biscuits, including inspecting, measuring and testing, by the process
- temperature control of baked products
- inspection or test points (control points) in the baking process and the related procedures and recording requirements, including the ability to conduct dew point and/or wet bulb tests
- contamination/cross-contamination and food safety risks associated with the baking process, and related control measures
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- health and safety hazards and controls
- requirements of different shutdowns as appropriate to the baking process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities relevant to operating a baking process
- environmental issues and controls relevant to the baking process, including waste/rework collection and handling procedures related to the process
- emerging technologies related to high volume production baking
- basic operating principles of process control where relevant, including the relationship between control panels and systems and the physical equipment
- routine maintenance procedures for ovens at workplace

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- cleaning and sanitisation procedures for ovens at workplace
- procedures and responsibility for reporting production information and traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - baking and depanning equipment and related services
  - product to be baked
  - sampling schedules and test procedures and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - specifications, control points and processing parameters
  - production schedule and recipe/batch instructions
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPHVB3014 Finish baked products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down processes used to apply pre-bake and post-bake finishes to baked products, including breads, pastries, cakes and biscuits.

This unit applies to individuals who work in commercial or high volume bakeries. It typically applies to the production worker responsible for finishing baked products, which may include bread, pastries, cakes and/or biscuits. The work includes identifying common faults and identifying solutions.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Check and confirm production schedule

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Confirm materials are available to meet production requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit 1.4 Prepare materials and products to meet production requirements 1.5 Confirm services are available and ready for operation
2. Prepare the process for operation	2.1 Check equipment is clean and not locked out 2.2 Fit machine components and related attachments, and adjust to meet operating requirements 2.3 Enter processing and operating parameters as required to meet safety, food safety, quality and production requirements 2.4 Carry out pre-start checks according to health, safety and food safety requirements 2.5 Load ingredients ready for finishing, according to product specification and safe work procedures
3. Operate and monitor equipment	3.1 Start and operate the finishing equipment to ensure optimal performance 3.2 Monitor equipment and services to ensure optimal performance 3.3 Monitor product to ensure finishing specifications are met 3.4 Take samples and test product to ensure it meets specifications 3.5 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.6 Unload and transfer finished products for next stage in process 3.7 Follow and apply workplace cleaning procedures and environmental requirements 3.8 Complete batch processing records according to workplace requirements
4. Complete the process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process safely according to operating procedures 4.3 Prepare equipment for cleaning in preparation for maintenance or next start-up 4.4 Identify and report maintenance requirements according to workplace requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.5 Complete workplace records according to workplace requirements
5. Recognise and correct common faults	5.1 Test finished product to ensure it meets specifications 5.2 Identify causes of typical faults and how they can be rectified according to workplace requirements 5.3 Discard faulty products according to workplace and environmental guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Problem-solve issues with process to ensure quality outcomes
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators and data, including temperature (°C), weight (g, kg)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3014 Finish baked products	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

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Links

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Assessment Requirements for FBPHVB3014 Finish baked products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored equipment to finish at least one batch of baked products to meet specifications, including:

- applying safe work procedures
- following food safety procedures
- monitoring the spread and application of finish and the quantity and appearance of finished product
- taking corrective action in response to typical faults and inconsistencies in separated product.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the finishing process
- typical pre-bake finishes that are carried out on sweet and savoury baked products
- typical post-bake finishes that are carried out on sweet and savoury baked products, including:
  - fillings – sweet and savoury
  - icings
- methods used to apply finishes
- basic operating principles of equipment, including the relationship between control panels and systems and the physical equipment
- the flow of the finishing process and the effect of outputs on downstream processes, including packaging
- quality characteristics to be achieved by the finish

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- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the finishing process, including inspecting, measuring and testing:
  - temperature of toppings
  - spread and application of toppings and glazes
  - placement of jams and fillings
  - quantity and appearance of finished product
- contamination/cross-contamination and food safety risks associated with the baking process, and related control measures
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- health and safety hazards and controls, including risks of spontaneous combustion and limitations of protective clothing and equipment used
- requirements of different shutdowns as appropriate to the finishing process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities relevant to operating a baking process
- environmental issues and controls relevant to the baking process, including waste/rework collection and handling procedures related to the process
- emerging technologies related to high volume production baking
- routine maintenance procedures for finishing equipment
- cleaning and sanitisation procedures for finishing equipment
- procedures and responsibility for reporting production information and traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - finishing equipment and related services
  - product to be finished
  - monitoring procedures and equipment
  - cleaning equipment
- specifications:

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- work procedures, including advice on safe work practices, food safety, quality and environmental requirements
- information on equipment capacity and operating parameters
- production schedule and recipe/batch instructions
- documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPHVB3015 Operate and monitor a griddle production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a griddle production process to produce pancakes, muffins and simple bread products.

This unit applies to individuals who take responsibility for the operation and monitoring of a griddle production process and associated equipment in a high volume baking environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to produce food using griddle	1.1 Interpret work instructions and clarify where required

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify health and safety hazards and address risks 1.3 Wear appropriate personal protective equipment and clothing and ensure correct fit 1.4 Confirm materials and ingredients are available to meet operating and food safety requirements 1.5 Confirm equipment and services are available 1.6 Identify and confirm equipment is clean and maintenance requirements have been met, according to health, safety and food safety requirements
2. Prepare equipment and process for operation	2.1 Fit machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet food safety and production requirements 2.3 Carry out pre-start checks according to work health and safety and operating procedures
3. Operate and monitor equipment	3.1 Introduce ingredients and additives in the required quantities and sequence to meet recipe specifications 3.2 Monitor the process for variation in operating conditions 3.3 Monitor the process to confirm that product meets specifications 3.4 Monitor depositing of mix to ensure product weight is accurate 3.5 Monitor cooking process to ensure product meets specifications 3.6 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.7 Follow and apply workplace housekeeping procedures and environmental requirements
4. Shut down the process	4.1 Complete the process safely according to workplace procedures 4.2 Identify and report maintenance requirements 4.3 Maintain workplace records accurately according to workplace procedures
5. Recognise and correct common faults	5.1 Test cooked product to ensure it meets specifications 5.2 Identify causes of typical faults and how they can be rectified according to workplace requirements 5.3 Discard faulty products according to workplace and environmental

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret work instructions and product specifications
Writing	• Record processing information using digital and/or paper-based formats
Oral communication	• Follow instructions and ask questions to clarify information
Numeracy	• Interpret symbols and numbers on temperature gauges and scales • Use basic arithmetic to calculate quantities • Measure size (mm, cm), weight (mg, g, kg) and volume (ml, L)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3015 Operate and monitor a griddle production process	FBPPBK2006 Operate a griddle production process	Updated unit code and title Minor changes to Performance Criteria to clarify task Element 5 added Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and	Not equivalent

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		Assessment Conditions to clarify requirements	

Links

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Assessment Requirements for FBPHVB3015 Operate and monitor a griddle production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a griddle production process to produce at least one batch of product to meet specifications, including:

- applying food safety practices
- following safe work procedures
- monitoring control points and conducting inspections to confirm process remains within specification, including:
  - characteristics of the mix, including colour, viscosity, density and consistency
  - time and temperature
  - weight of product
  - characteristics of the cooked product
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of griddle product manufacturing
- type and purpose of griddle equipment, including:
  - weighing equipment
  - mixing equipment
  - depositing equipment
  - cooking equipment
  - cooling fans and tunnels
  - extraction fans
  - conveyors

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- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, loss of power, and early warning signs of potential problems
- procedures for monitoring production, including:
  - materials transfer prior to commencing mixing
  - mixing parameters, including water temperature, sequence of ingredient addition, mixing times and mix consistency
  - depositing parameters to achieve product size and weight
  - monitoring mixture levels in hopper and alignment of deposited mixture
  - griddle line equipment, including temperature of cooking surface, the size, shape and colour of product, and moisture content of product
  - cooling equipment and time
- typical griddle product ingredients, including:
  - basic operating principles of process control, including the relationship between control panels and systems and the griddle
  - key features of the flow of the griddle production process, and the effect of outputs on customer satisfaction and downstream processes
  - quality requirements of materials, and effect of variation on process performance
  - quality characteristics to be achieved by griddle products
  - griddle product manufacturing process specifications, procedures and operating parameters
  - operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- methods used to monitor the production process, including:
  - inspecting, measuring and testing processes
  - inspection and test points (control points) in the process
  - related procedures and recording requirements
- common causes of variation, and corrective action required
- health and safety hazards and controls relevant to the griddle product manufacturing process, including:
  - limitations of personal protective equipment
  - routine shutdown procedures
  - emergency shutdown procedures
  - procedures to follow in the event of a power outage
  - isolation, lock-out and tag-out procedures and responsibilities
- emerging technologies related to high volume production baking
- contamination/cross-contamination and food safety risks, and related controls

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- procedures and responsibility for reporting production and performance information
- waste disposal procedures
- cleaning and sanitisation procedures required for mixing/blending and griddle
- recording procedures to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - mixing equipment, griddle and related services
  - ingredients for products cooked on griddle
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch/recipe specifications, control points and operating parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPHVB3016 Operate and monitor a cooling, slicing and wrapping process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a cooling, slicing and wrapping process.

This unit applies to individuals who work under general supervision and in a high volume baking environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of machines and equipment used to cool, slice and wrap baked products.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in	1.1 Receive work instructions and clarify where required

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
processing area	1.2 Identify health, safety and food safety hazards and address risks 1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Confirm that product and packaging consumables are available to meet operating, quality and food safety requirements 1.5 Identify and confirm equipment is clean and not locked out
2. Prepare the cooling, slicing and wrapping equipment and process for operation	2.1 Fit and adjust machine components and related attachments according to operating requirements 2.2 Enter processing and operating parameters to meet safety, quality and production requirements 2.3 Carry out pre-start checks according to operator instructions
3. Operate and monitor equipment	3.1 Start and operate the process according to workplace procedures 3.2 Monitor the process to confirm that product is cooled, sliced and wrapped to meet food safety and production specifications 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace cleaning procedures and environmental requirements
4. Shut down the cooling, slicing and wrapping process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process safely according to operating procedures, and clean equipment according to workplace procedures 4.3 Report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information using digital and/or paper-based formats
Oral communication	• Ask questions to clarify understanding or seek further information
Numeracy	• Monitor and interpret production and process control indicators and data, including weights (g, kg), slice measures (mm), knife speed (rpm)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3016 Operate and monitor a cooling, slicing and wrapping process	FBPOPR2024 Operate a cooling, slicing and wrapping process	Updated unit code and title Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions to clarify requirements	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPHVB3016 Operate and monitor a cooling, slicing and wrapping process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated cooling, slicing and wrapping equipment to process at least one batch or production run to meet specifications, including:

- confirming packaging is appropriate for product
- confirming settings in the cooler:
  - conveyor speed/track position
  - humidity
  - air flow/fan settings
  - product layout/spacing
- confirming settings in the slicing/bagging equipment:
  - knife and blade condition
  - machine speed
  - height/width settings
  - air pressure
  - bag/tag type and coding
- applying safe work procedures
- following food safety procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the cooling, slicing and wrapping process
- basic operating principles of equipment, including:
  - main equipment components

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  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required, and action to take if services are not available
- the flow of the cooling, slicing and wrapping process, and the effect of outputs on downstream processes and final product
- quality characteristics to be achieved by the process
- quality requirements of packaging materials, and effect of variation on process performance and product shelf-life
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the cooling, slicing and bagging process, including inspecting and measuring
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- common causes of variation, and corrective action required
- health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace production requirements
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- emerging technologies related to high volume production baking
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for the cooling, slicing and wrapping equipment
- recording requirements for traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment

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- cooling, slicing and wrapping equipment and related services
- product
- packaging consumables
- cleaning materials and equipment

- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch specifications, control points and processing parameters
  - recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPHVB3017 Operate a bread dough mixing and development process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a dough mixing process.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of a dough mixing process in a production baking environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare dough making equipment and process	1.1 Confirm materials are available to meet product specification requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
for operation	1.2 Select, fit and use personal protective equipment and clothing 1.3 Identify and confirm cleaning and maintenance requirements have been met according to health, safety and food safety procedures 1.4 Weigh or measure ingredients to meet recipe requirements 1.5 Fit and adjust mixing equipment in accordance with operating requirements 1.6 Enter processing and operating parameters to meet safety and production requirements 1.7 Carry out pre-start checks as required by workplace procedures
2. Operate and monitor equipment	2.1 Start up the dough mixing process according to workplace procedures 2.2 Introduce ingredients to mixing process in correct sequence and quantity 2.3 Monitor equipment and services to ensure optimal operations 2.4 Monitor process and test samples to confirm dough meets mixing and development specifications 2.5 Identify and rectify or report outcomes that fail to meet product specifications 2.6 Transfer finished dough according to workplace procedures 2.7 Maintain work area and conduct activities according to workplace procedures, food safety and environmental guidelines 2.8 Maintain workplace records in required format
3. Shut down the process	3.1 Identify appropriate shutdown procedure 3.2 Shut down process safely and clean equipment according to workplace procedures 3.3 Identify and report maintenance issues according to workplace procedures 3.4 Ensure waste is disposed of in line with environmental requirements
4. Recognise and correct common faults	4.1 Test bread dough to ensure it meets specifications 4.2 Identify causes of typical faults and how they would be rectified according to workplace requirements 4.3 Discard faulty product according to workplace and environmental

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Interpret standard operating procedures and directions for the safe operation of equipment
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Measure product and ingredients using weight (g, kg, T) and volume (ml, L), to two decimal points • Confirm settings, including mixing rate, mixing time, water and flour temperature

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FBPHVB3017 Operate a bread dough mixing and development process	FBPPBK3001 Operate a dough mixing process	Unit code and title updated Minor changes to Performance Criteria to clarify intent Element 4 added Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions to	Not equivalent

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		clarify requirements	

Links

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Assessment Requirements for FBPHVB3017 Operate a bread dough mixing and development process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a dough mixing and development process to produce at least one batch of two different formulations of bread dough to meet product specifications, including:

- applying safe work practices
- applying food safety procedures to work practices
- loading ingredients in correct quantities and sequences for the recipe and the process
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the

- elements and performance criteria of this unit. This includes knowledge of:
- purpose and basic principles of dough-making process, including components of wheat, flour types and grades relevant to products produced, yeast activity and dough development
- effects of variation in ingredient quality on the dough produced
- basic operating principles of equipment, including equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- good manufacturing practices (GMP) relevant to work task
- settings relevant to dough making equipment being used, including:
  - mixing rate
  - mixing time and work input
  - ice and water requirements
  - water temperature

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    - speed
    - flour temperature
    - cooling
    - vacuum delay and level
    - slurry addition
- flow of the dough-making process, including the stages and changes that occur during baking, and the effect of outputs on downstream processes
- significance of factors such as dough temperature, development, time, water addition and temperature, yeast activity
- required characteristics of dough, and effect of dough characteristics and variation on the final product
- typical faults that occur as a result of ingredients or processing parameters, and corrective action required where operation is outside specified parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems, and procedures and responsibilities for addressing issues
- methods used to monitor the dough making process, including inspecting, measuring and testing
- contamination/cross-contamination, cross-contact allergen risks and food safety risks associated with mixing dough, and related control measures
- requirements of different shutdowns as appropriate to the dough making process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- procedures and responsibility for reporting production and performance information
- workplace cleaning procedures for the dough making process
- environmental issues and controls relevant to the dough making process, including waste collection and handling procedures
- emerging technologies related to high volume production baking
- procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - ingredients to be processed
    - dough mixing and development equipment and related services
    - personal protective equipment
    - cleaning materials and equipment
- specifications:

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- dough specification/recipe
- work procedures, including advice on safe work practices, food safety, quality, cleaning and environmental requirements
- manuals related to operation of dough making equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPHVB3018 Operate a final prove and bread baking process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down the process used to carry out the final proving (or proofing) and baking of bread dough.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of a final prove and baking process of bread in a high volume baking environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare final proving and baking equipment	1.1 Supply dough to final prover to meet production and batch requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
process for operation	1.2 Select, fit and use personal protective equipment and clothing 1.3 Identify and confirm cleaning and maintenance requirements have been met according to health, safety and food safety procedures 1.4 Fit and adjust machine components and related attachments to meet operating requirements 1.5 Enter operating parameters to meet safety and production requirements 1.6 Perform pre-start checks according to workplace procedures
2. Operate and monitor equipment	2.1 Start up and operate final proving and baking process according to workplace procedures 2.2 Monitor equipment to identify variations in operating conditions 2.3 Monitor process and sample product to confirm product meets specifications 2.4 Identify, rectify or report product that fails to meet specifications 2.5 Maintain work area and conduct activities according to housekeeping standards, food safety and workplace environmental guidelines 2.6 Maintain workplace records in required format
3. Shut down the final proving and baking process	3.1 Identify appropriate shutdown procedure 3.2 Shut down equipment safely and clean equipment according to workplace procedures 3.3 Identify and report maintenance issues according to workplace requirements
4. Recognise and correct common faults	4.1 Test end product to ensure it meets specifications 4.2 Identify causes of typical faults and how they would be rectified according to workplace requirements 4.3 Discard faulty product according to workplace and environmental guidelines

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures and directions for the safe operation of equipment
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Interpret settings for final prover time, temperature (°C) and humidity (%) • Interpret settings for oven time and temperature (°C)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3018 Operate a final prove and bread baking process	FBPPBK3002 Operate a final prove and baking process	Unit code and title updated Minor changes to Performance Criteria to clarify intent Element 4 added Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions to clarify requirements	Not equivalent

Links

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Assessment Requirements for FBPHVB3018 Operate a final prove and bread baking process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a final prove and baking process for at least one batch of bread to meet product specifications, including:

- applying safe work practices
- applying food safety procedures to work practices
- conducting inspections to confirm product conforms to specifications
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the purpose and basic principles of each stage of the final proving and baking process
- basic operating principles of equipment, such as main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- good manufacturing practices (GMP) relevant to work task
- flow of the final proving and baking process, and the effect of outputs on downstream processes
- changes that occur in dough during baking, including starch gelatinisation, gluten coagulation and enzyme activity, and their effect on the final product
- the effect of process variables, such as time, temperature and humidity, on process stages
- the effect of yeast activity on the end product
- quality characteristics to be achieved by final proving and baking process, including factors influencing crust formation and colour
- quality requirements of materials, and effects of variation on final prove and baking process performance

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- operating requirements and parameters, and corrective actions required if operations fall outside specified parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment
- methods used to monitor the final proving and baking process, such as inspecting, measuring and testing as required by the process
- inspection or test points (control points) in final prove and baking process, and the related procedures and recording requirements
- contamination/cross-contamination, cross-contact allergen risks and food safety risks associated with mixing dough, and related control measures
- work health and safety hazards and controls relevant to the work process, including the limitations of personal protective equipment
- requirements of different shutdowns as appropriate to the final prove and baking process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- workplace cleaning and sanitisation procedures
- environmental issues and controls relevant to the final prove and baking process, including waste collection and handling procedures related to the process
- emerging technologies related to high volume production baking
- procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - panned dough
  - dough transfer equipment
  - personal protective equipment
  - final bread proving, baking and depanning equipment and related services
  - cleaning materials and equipment
- specifications:
  - production schedule and batch instructions
  - work procedures, including advice on safe work practices, food safety, quality, cleaning and environmental requirements
  - information on equipment capacity and operating parameters
  - documentation and recording procedures.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPHVB3019 Operate a bread dough make up process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a dough make up process.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of a dough make up process in a baking production environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

High Volume Baking (HVB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare divider, rounder, moulder, and panning equipment and process for operation	1.1 Confirm availability of dough to meet operating requirements 1.2 Select, fit and use personal protective equipment and clothing 1.3 Identify and confirm cleaning and maintenance requirements have

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	been met according to health, safety and food safety procedures 1.4 Fit and adjust machine components and related attachments 1.5 Enter processing and operating parameters to meet safety and production requirements 1.6 Carry out pre-start checks according to workplace requirements
2. Operate and monitor equipment	2.1 Start and operate the dough make up process according to workplace procedures 2.2 Monitor equipment operation and identify variations in operating conditions 2.3 Monitor process and test samples to confirm dough pieces meet required specifications 2.4 Identify, rectify or report products that fail to meet specifications 2.5 Maintain work area and conduct activities according to housekeeping standards, food safety and workplace environmental guidelines 2.6 Maintain workplace records in required format
3. Shut down the dough make up process	3.1 Identify appropriate shutdown procedures 3.2 Shut down and clean process according to workplace procedures 3.3 Identify and report maintenance requirements, and report according to workplace procedures
4. Recognise and correct common faults	4.1 Test dough product to ensure it meets specifications 4.2 Identify cause of a typical fault and how it would be rectified according to workplace requirements 4.3 Discard faulty product according to workplace and environmental guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret standard operating procedures and directions for the safe operation of equipment
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Confirm pre-start settings, including divider speed, weight setting and oil supply • Confirm dough weight (g, kg), size (mm) and shape

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPHVB3019 Operate a bread dough make up process	FBPPBK3003 Operate a dough make up process	Unit code and title updated Minor changes to Performance Criteria to clarify intent Element 4 added Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions to clarify requirements	Not equivalent

Links

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Assessment Requirements for FBPHVB3019 Operate a bread dough make up process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a dough make up process to produce at least one batch of product to meet specifications, including:

- applying safe work practices
- applying food safety procedures to work practices
- conducting inspections to confirm process conforms to specifications, including:
  - dough height in hopper
  - dough weight
  - oil flow to divider
  - size and shape of dough piece
  - skin formation during intermediate proof
  - presence of 'doubles'
  - process variables such as time, temperature and humidity
- taking corrective action in response to results that fail to meet specifications.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the purpose and basic principles of each stage of the dough make up process
- basic operating principles of equipment, including main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- good manufacturing practices (GMP) relevant to work task
- flow of the dough make up process, and the effect of outputs on downstream processes
- effect of process variables, including time, temperature and humidity, on process stages
- procedures for carrying out pre-start checks, including:

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    - divider speed, weight setting and oil supply
    - air flow from fans in rounder
    - intermediate proving process airflow
    - moulding process settings, including sheeting, sealing board height and width, four piecing and roller adjustments
    - panning process settings, including side guides, sealing board, knives, folders and side belts
- effect of process stages, including moulding, on dough structure
- quality characteristics to be achieved by the dough make up process
- quality requirements of materials, and effects of variation on the dough make up process
- operating requirements and parameters, and corrective action required if operation falls outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods of monitoring dough make up process, such as inspecting, measuring and testing as required
- inspection or test points (control points) in dough make up process, and the related procedures and requirements
- contamination/cross-contamination, cross-contact allergen risks and food safety risks associated with dough make up, and related control measures
- health and safety hazards and controls relevant to the work process, including the limitations of personal protective equipment
- requirements of different shutdowns and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out or tag-out procedures and responsibilities
- cleaning and sanitisation procedures for workspace and equipment
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the dough make up process, including waste collection and handling procedures related to the process
- emerging technologies related to high volume production baking
- procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a high volume production bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - dough to be processed
    - personal protective clothing and equipment
    - dough make up and transfer equipment and related services

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- specifications:
  - production schedule and batch instructions
  - work procedures, including advice on safe work practices, food safety, quality, cleaning and environmental requirements
  - information on equipment capacity and operating parameters
  - sampling schedules and test procedures and equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPLAB2001 Use basic laboratory equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to operate a range of basic laboratory equipment to accurately measure, weigh, separate and filter substances.

The unit applies to those who work in food and wine production and processing environments and carry out routine tests in line with established test methods and clear workplace procedures.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Laboratory (LAB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare basic laboratory equipment for use	1.1 Identify and confirm job requirements 1.2 Select and fit personal protective equipment in accordance with manufacturers' specifications

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm availability of materials, services and equipment 1.4 Ensure laboratory equipment is clean, safe, calibrated and ready to use
2. Use basic laboratory equipment and techniques	2.1 Set up and operate equipment in accordance with workplace procedures 2.2 Use laboratory equipment to accurately weigh, measure, separate and filter 2.3 Read and interpret results accurately 2.4 Identify and address non-conforming results
3. Complete equipment operation	3.1 Collect, treat and dispose of or recycle waste generated in accordance with workplace waste management policies 3.2 Clean and sanitise equipment and work surfaces after use in accordance with workplace requirements 3.3 Complete records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret work instructions accurately
Writing	• Record workplace information using industry-specific vocabulary
Numeracy	• Accurately interpret readings from gauges and scales

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FBPLAB2001 Use basic laboratory equipment	FDFLAB2011A Use basic laboratory equipment	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria to clarify outcomes Foundation skills added	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPLAB2001 Use basic laboratory equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has set up, accurately used and cleaned basic laboratory equipment to perform four tasks from the following list:

- weighing
- centrifuging
- separating
- pipetting
- measuring
- titrating
- sterilising.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and methods of use for a range of basic laboratory equipment
- purpose and methods used to calibrate equipment
- operation of equipment and instrumentation components
- standard tests carried out in the workplace and their purpose
- health and safety requirements for hazards and controls relevant to work role
- environmental issues and controls relevant to work role
- safety data sheets (SDS) for chemicals used
- workplace requirements for recording and reporting problems
- cleaning and sanitising requirements of equipment and work area.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a standard laboratory or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a laboratory space equipped with basic test equipment, sterilisation equipment, common measuring instruments, disinfecting and sterilising agents and media
- specifications:
  - standard methods, workplace procedures, SDS and equipment manuals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPLAB2002 Prepare laboratory solutions and stains

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare a variety of solutions and stains for routine tests carried out in a standard laboratory setting.

This unit applies to individuals who are responsible for preparing test solutions and stains required for standard analytical tests, determined by the scope and classification of the laboratory.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Laboratory (LAB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare materials and equipment	1.1 Identify and confirm job requirements 1.2 Identify and select standard methods for solution preparation in accordance with workplace procedures

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm availability of required materials, reagents and equipment 1.4 Confirm environmental guidelines and identify potential workplace health and safety hazards and controls according to workplace procedures 1.5 Select and fit appropriate personal protective equipment as per manufacturers' specifications 1.6 Select and assemble appropriate volumetric glassware and measuring equipment, materials and reagents as per requirements 1.7 Check shelf life of reagents and solutions and replace out-of-date or reject materials
2. Prepare solutions and stains	2.1 Follow standard workplace method to prepare solution or stain 2.2 Measure appropriate quantities of reagents for solution preparation as per requirements 2.3 Prepare solutions to achieve homogeneous mix of the specified concentration 2.4 Transfer solutions to appropriate containers in accordance with workplace procedures 2.5 Label containers with solution details and log details in laboratory register in line with workplace practices 2.6 Monitor shelf life of working solutions and dispose of those unfit for use, according to workplace procedures
3. Complete laboratory procedure	3.1 Clean and store glassware and equipment after use, and store reagents 3.2 Clean and sanitise equipment and work surfaces after use according to workplace requirements 3.3 Use aseptic techniques to ensure health and hygiene of self and others 3.4 Collect, treat and dispose of or recycle waste generated by the process in accordance with workplace waste management policies 3.5 Complete records according to workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Use measuring equipment accurately, calculating specified concentrations and dilutions, in line with method
Get the work done	• Problem solve issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPLAB2002 Prepare laboratory solutions and stains	FDFLAB2004A Prepare laboratory solutions and stains	Updated to meet Standards for Training Packages Prerequisite removed Minor changes to Performance Criteria to clarify outcomes Foundation skills added	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPLAB2002 Prepare laboratory solutions and stains

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared laboratory solutions and stains, including:

- safely preparing at least three examples of working solutions and/or stains
- accurately labelling each solution or stain
- calculating the quantities involved on each occasion and any dilutions required
- storing solutions and stains appropriately according to light, temperature, contamination and shelf-life
- disposing of waste in line with environmental guidelines on each occasion
- ensuring work takes place in a sanitised environment
- accurately recording workplace information.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and features of basic laboratory equipment
- purpose and features of a range of basic laboratory solutions and stains
- effect of inappropriate storage on solution and stain quality and performance
- effect of process stages on results and outcomes
- calculations required to prepare specified amounts of solutions of specified concentration
- common causes and consequential effects of inaccuracies or contamination, and preventive or corrective action required
- workplace procedures for preparing solutions
- health and safety hazards and controls
- procedures and responsibility for reporting problems
- environmental issues and controls

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- cleaning of equipment and work area
- recording requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a standard laboratory or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a laboratory space equipped with basic test equipment, sterilisation equipment, common measuring instruments, reagents, containers and storage facilities.
- specifications:
  - standard methods, workplace procedures, SDS and equipment manuals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPLAB2003 Perform basic analytical tests

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to perform a range of analytical tests and measurements in a standard laboratory environment.

The unit applies to individuals who apply basic laboratory principles to standard testing applications in industries related to the production of food and wine.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Laboratory (LAB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for testing	1.1 Identify and confirm job requirements 1.2 Confirm availability of required materials and services to meet testing requirements 1.3 Confirm environmental guidelines and identify potential

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace health and safety hazards and controls according to workplace procedures 1.4 Select and fit appropriate personal protective equipment as per manufacturers' specification 1.5 Register samples and prepare for testing 1.6 Select, prepare and check equipment in accordance with workplace procedures 1.7 Identify and report defects in samples, test materials and equipment
2. Perform testing	2.1 Carry out test methods according to workplace procedures 2.2 Use equipment and materials in accordance with workplace procedures 2.3 Read and interpret results accurately 2.4 Identify and address non-conformance results in accordance with workplace processes
3. Complete testing	3.1 Collect, treat and dispose of or recycle waste generated by the testing in accordance with workplace waste management policies 3.2 Clean and sanitise equipment and work surfaces after use according to workplace requirements 3.3 Complete records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information from a variety of workplace documents
Writing	• Record workplace information using industry-specific vocabulary
Numeracy	• Accurately interpret readings from gauges and scales

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Skill	Description
Get the work done	• Problem solve issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPLAB2003 Perform basic analytical tests	FDFLAB2001A Perform basic analytical tests	Updated to meet Standards for Training Packages Prerequisite removed Minor changes to Performance Criteria to clarify outcomes Foundation skills added	Equivalent unit

Links

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Assessment Requirements for FBPLAB2003 Perform basic analytical tests

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has performed basic analytical tests, including:

- prepared samples using at least two different methods
- performed at least three basic tests using standard methods and procedures
- recorded results accurately.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of tests performed as part of job role and principles of the standard methods/specifications used
- sample preparation processes relevant to job role
- typical basic tests and methods relevant to job role
- measurements used for typical tests
- function of key components of the test equipment, pre-use equipment and safety checks
- common causes and effects of inaccuracies or contamination, and preventive or corrective action required
- normal range of results for products tested
- relevant standards, specifications and legislative requirements (quality, health, food safety, labelling and equipment) and their implications on testing requirements
- health and safety hazards and controls
- safety data sheets (SDS) for chemicals used
- environmental issues and controls relevant to work role
- workplace requirements for recording and reporting problems
- cleaning and sanitising requirements of equipment and work area.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a standard laboratory or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a laboratory space equipped with basic test equipment, common measuring instruments, materials
- specifications:
  - standard methods, workplace procedures, SDS and equipment manuals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOIL3001 Operate a degumming and neutralisation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a neutralisation process to remove impurities from crude oils.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of a neutralisation process in an edible oils production environment. Processes may be batch or continuous, and apply to single or multiple product types.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Edible Oils (OIL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the degumming and neutralisation equipment for operation	1.1 Ensure oil stock is available for production requirements 1.2 Identify safety requirements and wear appropriate personal protective equipment, ensuring correct fit

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Take samples and test oil stock to determine free fatty acid (FFA) levels 1.4 Check equipment and services are ready for operation 1.5 Acknowledge and load recipe to meet production requirements 1.6 Conduct pre-start checks according to operator instructions
2. Operate and monitor the degumming and neutralisation process	2.1 Start up and operate the neutralisation process according to work health and safety and operating procedures 2.2 Monitor equipment to ensure optimal operations 2.3 Identify irregularities in equipment operation, and report any maintenance requirements 2.4 Take samples and test to confirm that specifications are met at each stage according to production specifications 2.5 Identify, adjust or report out-of-specification product and process outcomes according to workplace procedures 2.6 Maintain the work area according to workplace guidelines 2.7 Enter workplace records in required format
3. Shut down the degumming and neutralisation process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process safely according to operating procedures 3.3 Identify and report maintenance requirements 3.4 Ensure waste is disposed of in line with environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Solve routine problems according to workplace guidelines and using experience of past solutions
Reading	• Interpret standard operating procedures for the degumming and neutralisation process

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Skill	Description
Writing	• Record processing data using digital and/or paper-based formats
Numeracy	• Read oil sample graphs and processing gauges • Monitor and adjust control points for temperature, flow rates and dosages • Interpret FFA tests (using % oleic acid)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOIL3001 Operate a degumming and neutralisation process	FBPGPS2008 Operate a neutralisation process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPOIL3001 Operate a degumming and neutralisation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a degumming and neutralisation process to remove impurities from crude oil to produce at least one batch of oil to meet product specifications, including:

- applying safe work practices
- following food safety procedures
- making adjustments to the operating parameters to ensure quality outcomes.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the degumming and neutralisation process, including the role of acid (for degumming) and alkali (for neutralisation) used
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- health and safety hazards and controls, including for risks associated with using acids
- good manufacturing practices (GMP) relevant to work task
- services required for a degumming and neutralisation process, and action to take if services are not available
- the flow of the degumming and neutralisation process, and the effect of outputs on downstream edible oils and fats processes
- quality characteristics to be achieved by the degumming and neutralisation process

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- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the degumming and neutralisation process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the degumming and neutralisation process and the related procedures and recording requirements
- contamination and food safety risks associated with the degumming and neutralisation process, and related control measures
- common causes of variation, and corrective action required
- requirements of different shutdowns as appropriate to the neutralisation process and workplace production requirements, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the neutralisation process, including waste/rework collection and handling procedures related to the process
- operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning procedures for neutralisation equipment
- product traceability procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an oil processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - degumming and neutralisation equipment and services
  - oil for the neutralisation process, and acid and alkali materials as required by the process
  - sampling schedules, test procedures and equipment
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements

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- information on equipment capacity and operating parameters
- production schedule/batch specifications, control points and processing parameters
- documentation and recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOIL3002 Operate and monitor a bleaching process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to operate, adjust and shut down a bleaching process to remove colour and impurities from partially refined oil.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of bleaching equipment and processes in an edible oils production environment. Processes may be batch or continuous, and apply to single or multiple product types.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Edible Oils (OIL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the bleaching equipment and process for operation	1.1 Confirm oil and bleaching materials are available to meet product recipe requirements 1.2 Identify safety requirements and wear appropriate personal

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	protective clothing and equipment, ensuring correct fit 1.3 Confirm press has been cleaned and is not locked out 1.4 Fit and adjust machine components and related attachments, including hoses, according to operating requirements 1.5 Acknowledge and load operating parameters to meet production requirements 1.6 Conduct pre-start checks according to workplace requirements
2. Operate and monitor bleaching	2.1 Start up and operate the bleaching process according to standard operating procedures 2.2 Ensure equipment and hoses are placed for optimal operations and to ensure safety 2.3 Monitor equipment and services to ensure optimal operations 2.4 Identify and rectify any irregularities in equipment operation, and report any maintenance requirements 2.5 Check product to confirm specifications are met at each stage according to production processing specifications 2.6 Identify, rectify or report out-of-specification product and process outcomes 2.7 Maintain work area according to workplace guidelines 2.8 Test bleached oil samples to ensure product meets specifications 2.9 Enter workplace records in required format
3. Shut down the bleaching process	3.1 Identify appropriate shutdown procedure 3.2 Shut down process safely according to operating procedures 3.3 Prepare equipment for cleaning in preparation for maintenance or next start-up 3.4 Identify and report maintenance requirements according to workplace requirements 3.5 Ensure waste is disposed of in line with environmental requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Solve routine problems according to workplace guidelines and using experience of past solutions
Reading	• Interpret standard operating procedures for the bleaching process
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Monitor control points for agitation, speed, time, moisture, vacuum pressure and temperature (°C) • Read gauges for revolutions per minute (rpm)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOIL3002 Operate and monitor a bleaching process	FBPGPS2001 Operate a bleaching process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPOIL3002 Operate and monitor a bleaching process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a bleaching process to remove impurities from at least one batch of partially refined oil to meet specifications, including:

- applying safe work practices
- following food safety procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the bleaching process
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards and lagging
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required for a bleaching process, and action to take if services are not available
- good manufacturing practices (GMP) relevant to work task
- the flow of the bleaching process and the effect of outputs on downstream processes
- quality characteristics to be achieved by the bleaching process
- quality requirements of materials, and effect of variation in oil quality on bleaching process performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including:

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    - signs and symptoms of faulty equipment
    - early warning signs of potential problems
- methods used to monitor the bleaching process, including inspecting, measuring and testing
- inspection or test points (control points) in the bleaching process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the bleaching process, and related control measures
- common causes of variation, and corrective action required
- health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- safe handling and manual handling procedures
- requirements of different shutdowns as appropriate to the bleaching process and workplace production requirements, including:
    - emergency and routine shutdowns
    - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the bleaching process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- routine process maintenance procedures for bleaching equipment
- cleaning procedures for bleaching equipment
- product traceability procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an oil processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - oil bleaching equipment and services
    - oil, bleaching earth and filter aid as required by the bleaching process used
    - personal protective clothing and equipment
    - sampling schedules and test procedures and equipment
    - cleaning materials and equipment
- specifications:
    - work procedures, including advice on safe work practices, food safety, quality and environmental requirements

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- information on equipment capacity and operating parameters
- production schedule/batch details, control points and processing parameters
- documentation and recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOIL3003 Operate and monitor a deodorising process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a deodorising process to remove the disagreeable flavours and odours from the product.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of deodorising equipment and processes, in an edible oils production environment. Processes may be batch or continuous, and apply to single or multiple product types.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Edible Oils (OIL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the deodorising equipment for operation	1.1 Confirm oil stock and deodorising materials are available to meet product recipe requirements 1.2 Identify safety requirements and wear appropriate personal

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	protective equipment, ensuring correct fit 1.3 Confirm services are available, equipment is cleaned and citric acid solution is available 1.4 Acknowledge and load operating parameters to meet production requirements 1.5 Conduct pre-start checks according to operator instructions
2. Operate and monitor equipment	2.1 Start up and operate deodorising process according to safe operating procedures 2.2 Ensure equipment and hoses are placed for optimal operations and to ensure safety 2.3 Monitor equipment and services to ensure optimal operations 2.4 Identify and rectify any irregularities in equipment operation, and report any maintenance requirements 2.5 Check product and confirm specifications are met at each stage according to production specifications 2.6 Identify, rectify or report out-of-specification product or process outcomes 2.7 Maintain work area according to workplace guidelines 2.8 Test deodorised oil samples to ensure product meets specifications 2.9 Enter workplace records in required format
3. Shut down the deodorising process	3.1 Identify appropriate shutdown procedure 3.2 Shut down process safely according to operating procedures 3.3 Prepare equipment for cleaning in preparation for maintenance or next start-up 3.4 Identify and report maintenance requirements according to workplace requirements 3.5 Ensure waste is disposed of in line with environmental requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Solve routine problems according to workplace guidelines and using experience of past solutions • Maintain hygiene standards
Reading	• Interpret standard operating procedures for the deodorising process
Writing	• Complete records according to workplace guidelines using digital and/or paper-based format
Numeracy	• Read oil sample graphs and processing gauges • Monitor control points for time and temperature, vacuum pressure and steam flow • Interpret FFA tests (using % oleic acid)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOIL3003 Operate and monitor a deodorising process	FBPGPS2003 Operate a deodorising process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

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Assessment Requirements for FBPOIL3003 Operate and monitor a deodorising process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a deodorising process to remove disagreeable flavours and odours from at least one batch of refined oil to meet specifications, including:

- applying safe work practices
- following food safety procedures
- making adjustments to the operating parameters to ensure quality outcomes
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the deodorising process
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required for a deodorising process, and action to take if services are not available
- good manufacturing practices (GMP) relevant to work task
- the flow of the deodorising process and the effect of outputs on downstream processes
- quality characteristics to be achieved by the deodorising process
- quality requirements of materials, and effect of variation in oil quality on deodorising process performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters

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- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the deodorising process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the deodorising process (sensory, colour and free fatty acids) and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the deodorising process, and related control measures
- common causes of variation, and corrective action required
- health and safety hazards and controls relevant to deodorising process
- requirements of different shutdowns as appropriate to the deodorising process and workplace production requirements, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the deodorising process
- operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- routine maintenance procedures for deodorising equipment
- cleaning and tank clearing procedures for deodorising equipment
- product traceability procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an oil processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - deodoriser, boiler and related services
  - oil for the deodorising process
  - personal protective equipment
  - sampling schedules, test procedures and equipment
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch details, control points and processing parameters

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- documentation and recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPOIL3004 Operate and monitor a flake preparation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to prepare the oil and water phases and operate, monitor, adjust and shut down the flaking process to prepare pastry margarine for further processing through a complector.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of flake preparation equipment and processes in an edible oils production environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Edible Oils (OIL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the flake preparation and related equipment for operation	1.1 Ensure oil stock and emulsion are available to meet the product recipe requirements 1.2 Identify safety requirements and wear appropriate personal

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	protective clothing and equipment, ensuring correct fit 1.3 Confirm flaking equipment and drum are clean and not locked out 1.4 Fit and adjust machine components and related attachments according to operating requirements 1.5 Enter processing or operating parameters to meet safety and production requirements 1.6 Conduct pre-start checks according to operator instructions
2. Operate and monitor equipment and services	2.1 Start up and operate flake preparation process according to safe operating procedures 2.2 Ensure equipment and hoses are placed for optimal operations and to ensure safety 2.3 Monitor equipment and services to ensure optimal operations 2.4 Identify and report irregularities in equipment operation, and report any maintenance requirements 2.5 Confirm specifications are met at each stage according to production specifications 2.6 Identify, rectify or report out-of-specification product or process outcomes according to workplace procedures 2.7 Maintain work area according to workplace guidelines 2.8 Test flake samples to ensure product meets specifications 2.9 Enter workplace records in required format
3. Shut down the flake preparation process	3.1 Identify appropriate shutdown procedure 3.2 Shut down process safely according to operating procedures 3.3 Identify and report maintenance requirements according to workplace requirements 3.4 Ensure waste is disposed of in line with environmental requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Solve routine problems according to workplace guidelines and using experience of past solutions
Reading	• Interpret standard operating procedures for the flake preparation process
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Read gauges and scales • Monitor control points for flake and emulsion temperature (°C), drum speed, flake thickness, moisture and salt levels

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOIL3004 Operate and monitor a flake preparation process	FBPGPS2004 Operate a flake preparation process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPOIL3004 Operate and monitor a flake preparation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a flake preparation process to produce at least one batch of pastry fat to meet product specification, including:

- applying safe work practices
- following food safety procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the fractionation process, including:
  - a basic understanding of the chemical structure of oil
  - the effect of fractionation on this structure
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards and lagging
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required for a flake preparation process, and action to take if services are not available
- good manufacturing practices (GMP) relevant to work task
- the flow of the fractionation process and the effect of outputs on downstream processes
- quality characteristics to be achieved by the fractionation process
- quality requirements of oil for fractionation, and effect of variation on fractionation process performance

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- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the fractionation process, including inspecting, measuring and testing
- inspection or test points (control points) in the fractionation process and the related procedures and recording requirements
- contamination and food safety risks associated with the fractionation process, and related control measures
- common causes of variation, and corrective action required
- health and safety hazards and controls, including the purpose and limitations of protective clothing and equipment relevant to the work process
- safe handling and manual handling procedures
- requirements of different shutdowns as appropriate to the fractionation process and workplace production requirements, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the fractionation process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- routine maintenance procedures for drum and flaking equipment
- cleaning procedures for drum and flaking equipment
- product traceability procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an oil processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - oil and water phase preparation equipment and services
  - drum and flaking equipment
  - oil and ingredients
  - sampling schedules and test procedures and equipment
  - cleaning materials and equipment

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- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch details, control points and processing parameters
  - documentation and recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOIL3005 Operate and monitor a complecting process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to operate, monitor, adjust and shut down a complector used to refine oil products that are most often used to make pastries.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of complecting equipment in an edible oils production environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Edible Oils (OIL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the complector and related equipment for operation	1.1 Confirm flake is available to meet product recipe requirements 1.2 Identify safety requirements and wear appropriate personal protective equipment, ensuring correct fit

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm complector has been cleaned and is not locked out 1.4 Fit and adjust machine components and related attachments, including hoses, according to operating requirements 1.5 Acknowledge and load recipe to meet production requirements 1.6 Conduct pre-start checks according to operator instructions
2. Operate and monitor the complector	2.1 Start up and operate equipment according to safe operating procedures 2.2 Ensure equipment and hoses are placed for optimal operations and to ensure safety 2.3 Monitor equipment and services to ensure optimal operations 2.4 Identify and report irregularities in equipment operation, and report any maintenance requirements 2.5 Confirm specifications are met at each stage according to production processing specifications 2.6 Identify, rectify or report out-of-specification product and process outcomes 2.7 Maintain work area according to workplace guidelines 2.8 Test complected samples to ensure product meets specifications 2.9 Enter workplace records in required format
3. Shut down the complector	3.1 Identify appropriate shutdown procedure 3.2 Shut down process safely according to operating procedures 3.3 Identify and report maintenance requirements 3.4 Ensure waste is disposed of in line with environmental guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Solve routine problems according to workplace guidelines and

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Skill	Description
	using experience of past solutions
Reading	• Interpret standard operating procedures for the complecting process
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Read gauges and scales • Monitor control points for time, temperature (°C), crystallisation and percentage (%) fat content

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOIL3005 Operate and monitor a complecting process	FBPGPS2002 Operate a complecting process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPOIL3005 Operate and monitor a complecting process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a complecting process to produce at least one batch of pastry fat to meet refined product specifications, including:

- applying safe work practices
- following food safety procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles of preparing pastry margarine using a complector, including:
  - a basic understanding of crystallisation
  - the relationship between stages of crystal formation, work input and temperature
  - the purpose and requirements of a holding stage
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards and lagging
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required for a complecting process, and action to take if services are not available
- good manufacturing practices (GMP) relevant to work task
- the flow of this process and the effect of outputs on downstream processes
- quality characteristics to be achieved by the final pastry margarine
- variations of quality characteristics according to types of pastry margarine produced
- quality requirements of flake used, and effect of variation on process performance

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- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the production process, including inspecting, measuring and testing
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- common causes of variation, and corrective action required
- health and safety hazards and controls relevant to complecting process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection, and handling procedures related to the process and procedures for containing spills
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- routine process maintenance procedures for complectors
- cleaning procedures for complectors
- product traceability procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an oil processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - oil complector and services
  - flake to be processed
  - personal protective equipment
  - sampling schedules and test procedures and equipment
  - cleaning materials and equipment
- specifications:

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- work procedures, including advice on safe work practices, food safety, quality and environmental requirements
- information on equipment capacity and operating parameters
- production schedule/batch details
- specifications, control points and processing parameters
- documentation and recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOIL3006 Operate and monitor a soap splitting process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to operate, monitor, adjust and shut down a soap splitting process. It covers the splitting of soap stock into an acid oil stream and an acid water stream. This may also be referred to as an acid oil process.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of a soap splitting process in an edible oils production environment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Edible Oils (OIL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the soap splitting and related equipment for operation	1.1 Confirm soap stock is available to meet product recipe requirements 1.2 Identify safety requirements and wear appropriate personal

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	protective clothing and equipment, ensuring correct fit 1.3 Confirm equipment has been cleaned and is not locked out 1.4 Fit and adjust machine components and related attachments according to operating requirements 1.5 Acknowledge and load recipe to meet production requirements 1.6 Conduct pre-start checks according to operator instructions
2. Operate and monitor equipment	2.1 Start up and operate the soap-splitting process according to safe operating procedures 2.2 Ensure equipment and hoses are placed for optimal operations and to ensure safety 2.3 Monitor equipment and services to ensure optimal operations 2.4 Identify and report irregularities in equipment operation, and report any maintenance requirements 2.5 Confirm specifications are met at each stage according to production processing specifications 2.6 Identify, rectify or report out-of-specification product and process outcomes according to workplace procedures 2.7 Maintain work area according to workplace guidelines 2.8 Test finished samples to ensure product meets specifications 2.9 Enter workplace records in required format
3. Shut down the soap splitting process	3.1 Identify appropriate shutdown procedure 3.2 Shut down the process safely according to operating procedures 3.3 Identify and report maintenance requirements according to workplace requirements 3.4 Ensure waste is disposed of in line with environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Learning	• Solve routine problems according to workplace guidelines and using experience of past solutions
Reading	• Interpret standard operating procedures for the soap splitting process
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Monitor control points for pH and temperature of reactors and acid water • Read gauges and scales • Inspect and monitor tank levels

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOIL3006 Operate and monitor a soap splitting process	FBPGPS2009 Operate a soap splitting process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOIL3006 Operate and monitor a soap splitting process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a soap splitting process to split at least one batch of soap stock into an acid oil stream and an acid water stream, to meet product specifications, including:

- applying safe work practices
- following food safety procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of soap splitting, including an understanding of the process used to split soap stock and the end uses of each stream
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required for a soap splitting process, and action to take if services are not available
- good manufacturing practices (GMP) relevant to work task
- the flow of this process and the effect of outputs on downstream processes, including:
  - the impact of acid water pH on the performance of the effluent plant
  - impact of allowing 'fatty' acid water to flow downstream
- requirements of acid oil and acid water streams to be achieved
- the effect of variation in soap stock on the soap splitting process

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- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the production process, including the purpose and methods used to conduct relevant tests (including pH, moisture and free fatty acids tests)
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- common causes of variation, and corrective action required
- health and safety hazards and controls, including hazards associated with handling hazardous substances
- safe handling and manual handling procedures
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste or rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- routine maintenance procedures for soap splitting equipment
- cleaning procedures for soap splitting equipment
- product traceability procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an oil processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - soap splitting equipment and services
  - materials to be processed
  - personal protective clothing and equipment
  - sampling schedules and test procedures and equipment
  - cleaning materials and equipment
- specifications:

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- work procedures, including advice on safe work practices, food safety, quality and environmental requirements
- information on equipment capacity and operating parameters
- production schedule/batch details, control points and processing parameters
- documentation and recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOIL3007 Operate and monitor an interesterification process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down an interesterification process to rearrange the chemical composition of oil molecules to create an oil more suitable for deep frying or making margarine with good taste and low saturated fat.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of an interesterification process in an edible oils production environment. Processes may be batch or continuous, and apply to single or multiple product types.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Edible Oils (OIL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the interesterification	1.1 Ensure oil stock and catalyst are available to meet product recipe requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
equipment and process for operation	1.2 Identify safety requirements and wear appropriate personal protective clothing and equipment, ensuring correct fit 1.3 Confirm equipment is clean and not locked out 1.4 Acknowledge and load recipe to meet production requirements 1.5 Conduct pre-start checks according to operator instructions
2. Operate and monitor equipment	2.1 Start up and operate the interesterification process according to safe operating procedures 2.2 Monitor equipment to ensure optimal operations 2.3 Identify and report variation in equipment operation, and report any maintenance requirements 2.4 Confirm specifications are met at each stage according to production processing specifications 2.5 Identify, rectify or report out-of-specification product and process outcomes according to workplace procedures 2.6 Maintain work area according to workplace guidelines 2.7 Test finished samples to ensure product meets specifications 2.8 Enter workplace records in required format
3. Shut down the interesterification process	3.1 Identify appropriate shutdown procedure 3.2 Shut down the process according to operating procedures 3.3 Identify and report maintenance requirements 3.4 Ensure waste is disposed of in line with environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Solve routine problems according to workplace guidelines and using experience of past solutions

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Skill	Description
Reading	• Interpret standard operating procedures for the interesterification process requirements
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Read and interpret gauges and scales

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOIL3007 Operate and monitor an interesterification process	FBPGPS2007 Operate an interesterification process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPOIL3007 Operate and monitor an interesterification process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated an interesterification process to rearrange the chemical composition of at least one batch of oil, to meet product specifications, including:

- applying safe work procedures
- following food safety procedures
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the interesterification process, including a basic understanding of the chemical structure of oil and the effect of interesterification on this structure
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards and lagging
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- good manufacturing practices (GMP) relevant to work task
- the flow of the interesterification process and the effect of outputs on downstream edible fats and oils processes
- quality characteristics to be achieved by the interesterification process
- quality requirements of materials, and effect of variation on interesterification process performance

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- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the interesterification process, including inspecting, measuring and testing
- inspection or test points (control points) in the interesterification process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the interesterification process, and related control measures
- common causes of variation, and corrective action required
- health and safety hazards and controls relevant to interesterification process
- requirements of different shutdowns as appropriate to the interesterification process and workplace production requirements, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the interesterification process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- sampling and testing associated with the interesterification process monitoring and control
- routine maintenance procedures for interesterification equipment
- cleaning procedures for interesterification equipment
- product traceability procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an oil processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - interesterification equipment and services
  - deodorised oil required for interesterification and related catalyst
  - sampling schedules, and test procedures and equipment
  - cleaning materials and equipment
- specifications:

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- work procedures, including advice on safe work practices, food safety, quality and environmental requirements
- information on equipment capacity and operating parameters
- production schedule/batch details, control points and processing parameters
- documentation and recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOIL3008 Operate and monitor a hydrogenation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a hydrogenation process to improve the hardness, viscosity, flavour and shelf-life of oils.

This unit applies to individuals who apply basic operating principles to the operation and monitoring of a hydrogenation process in an edible oils production environment. Processes may be batch or continuous, and apply to single or multiple product types.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Edible Oils (OIL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the hydrogenation and related equipment for	1.1 Ensure oil stock and emulsion are available to meet product recipe requirements 1.2 Identify safety requirements and wear appropriate personal

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
operation	protective equipment, ensuring correct fit 1.3 Confirm services are available, and equipment is cleaned and not locked out 1.4 Acknowledge and load recipe to meet production requirements 1.5 Conduct pre-start checks according to operator instructions
2. Operate and monitor equipment	2.1 Start up and operate the hydrogenation process according to safe operating procedures 2.2 Ensure equipment and hoses are placed for optimal operations and to ensure safety 2.3 Monitor equipment and services to ensure optimal operations 2.4 Identify and report irregularities in equipment operation, and report any maintenance requirements 2.5 Confirm specifications are met at each stage according to production specifications 2.6 Identify, rectify or report out-of-specification product or process outcomes according to workplace procedures 2.7 Maintain work area according to workplace guidelines 2.8 Test hydrogenised oil samples to ensure product meets specifications 2.9 Record processing information in required format in line with workplace requirements
3. Shut down the hydrogenation process	3.1 Identify appropriate shutdown procedure 3.2 Shut down process safely according to operating procedures 3.3 Identify and report maintenance requirements according to workplace requirements 3.4 Ensure waste is disposed of in line with environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Learning	• Solve routine problems according to workplace guidelines and using experience of past solutions
Reading	• Interpret standard operating procedures for the hydrogenation process
Writing	• Complete records according to workplace guidelines using digital and/or paper-based format
Numeracy	• Read sample graphs and process gauges • Monitor control points for oil temperature, vacuum pressure, flow rates and hydrogenation quantity and agitation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOIL3008 Operate and monitor a hydrogenation process	FBPGPS2006 Operate a hydrogenation process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPOIL3008 Operate and monitor a hydrogenation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a hydrogenation process to improve the hardness, viscosity, flavour and shelf-life of at least one batch of oil to meet specifications, including:

- applying safe work practices
- following food safety procedures
- making adjustments to the operating parameters to ensure quality outcomes
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the hydrogenation process, including a basic understanding of the chemical structure of oil and the effect of hydrogenation on this structure
- basic operating principles of equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required for a hydrogenation process, and action to take if services are not available
- good manufacturing practices (GMP) relevant to work task
- the flow of the hydrogenation process and the effect of outputs on downstream edible oils and fats processes
- quality characteristics to be achieved by the hydrogenation process

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- quality requirements of oil, catalyst and filter aid as used, and effect of variation on hydrogenation process performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the hydrogenation process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the hydrogenation process, and related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the hydrogenation process, and related control measures
- common causes of variation, and corrective action required
- health and safety hazards and controls, including an understanding of the hazards associated with the use of hydrogen
- requirements of different shutdowns as appropriate to the hydrogenation process and workplace production requirements, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the hydrogenation process, including waste/rework collection and handling procedures
- routine maintenance procedures for hydrogenation equipment
- cleaning and tank clearing procedures for hydrogenation equipment
- product traceability procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an oil processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - hydrogenation equipment and related services
  - personal protective equipment
  - oil, catalyst and filter aid as required for the hydrogenation process
  - sampling schedules, test procedures and equipment
  - cleaning materials and equipment
- specifications:

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- work procedures, including advice on safe work practices, food safety, quality and environmental requirements
- information on equipment capacity and operating parameters
- production schedule/batch specifications, control points and processing parameters
- documentation and recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOIL3009 Clean and mill olives

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to operate and monitor de-leafing, washing and hammer milling equipment to crush olives, ready for further processing, including the production of olive oil

This unit applies to individuals who work in an olive oil processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a hammer mill and associated olive cleaning equipment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Edible Oils (OIL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm olives are available to meet production requirements 1.2 Confirm standards for cleaning and milling

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	1.3 Evaluate olive condition and confirm olive washing and de-leafing requirements 1.4 Weigh olives and record details on production run sheet 1.5 Confirm de-leafing, washing and milling equipment is clean according to health, safety and food safety requirements 1.6 Wear appropriate personal protective clothing and ensure correct fit 1.7 Carry out pre-start checks according to safe operating procedures
2. Prepare and operate washing and de-leafing equipment	2.1 Check wash water is clean (potable) and supply is ready for operation 2.2 Enter processing and operating parameters to meet washing and de-leafing requirements 2.3 Load olives into hopper in preparation for cleaning 2.4 Start, operate and monitor olive cleaning process 2.5 Keep work area clean of blown leaves to avoid hazards
3. Operate and monitor milling	3.1 Inspect condition of the mill hammers to ensure they are fit for purpose 3.2 Conduct start-up checks of hammer mill according to safe operation procedures 3.3 Enter processing parameters, including setting grid size to achieve optimal outcomes 3.4 Start, operate and monitor hammer milling process according to workplace procedures 3.5 Add citrus to olive feed for agrumato method oils, or fresh herbs and spices for other co-processed olive oil products 3.6 Inspect olive paste to ensure specifications are met 3.7 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.8 Shut down process according to safe work procedures 3.9 Maintain records of washing and milling according to workplace procedures
4. Conduct housekeeping and identify maintenance requirements	4.1 Follow and apply workplace housekeeping and environmental procedures 4.2 Identify and report any maintenance requirements according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record processing data for batch using digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of raw materials to the mill, and crushed product from the mill • Recognise capacity of storage tanks (L, hL), weights of raw product (kg, T) and energy consumption units (amps) • Set grid size for crushing

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOIL3009 Clean and mill olives	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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Assessment Requirements for FBPOIL3009 Clean and mill olives

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a hammer mill and associated cleaning equipment to de-leaf and clean, and to crush at least one batch of olives to specification, including:

- applying safe work procedures
- following food safety procedures
- taking corrective action in response to typical faults and inconsistencies in washing and crushing.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the process, including stages and changes that occur during de-leafing, washing and milling
- Australian Standard for Olive Oils and Olive-Pomace Oils (AS 5264-2011)
- Australian Olive Industry Code of Practice
- basic operating principles of equipment for the de-leafing, washing equipment and hammer mill, including:
  - safety hazards associated with washing and milling equipment
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required for de-leafing, washing and milling equipment used in the workplace
- the flow of the de-leafing, washing and milling process and the effect of product output on downstream processes
- methods to evaluate and determine olive condition prior to crushing

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- circumstances where olives may not require washing
- quality characteristics and uses of crushed olives
- agrumato method and other co-processed oils and their characteristics
- methods used to monitor the washing and milling of olives, including inspecting, measuring and testing in-feed and out-feed solids, and other tests as required by the process
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the process and the related procedures and recording requirements, including use of refractometers
- health and safety hazards and controls, including limitations of hearing and protective clothing and equipment relevant to the work process
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- contamination/cross-contamination, spoilage and other food safety risks associated with milling olives, and related control measures
- common microbiological, physical, chemical and allergen hazards related to milling olives, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- standard microbiological techniques to identify food poisoning and spoilage organisms
- the importance of plant hygiene and how it can affect the finished product
- microbiological toxins and aflatoxins
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for operating the washing and milling process
- cleaning and sanitisation procedures required for operating the washing and milling equipment
- environmental issues and controls relevant to the operation of the washing and milling process, including handling and safe disposal of waste
- recording procedures to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an oil processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - washing and milling equipment and related services

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  - olives to be crushed
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule and batch specifications, control points and processing parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOIL3010 Operate and monitor a malaxer

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor, adjust and shut down a malaxer, used to process crushed olives and release oil from olive paste.

This unit applies to individuals who work in an olive oil processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a malaxer and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory food safety and work health and safety regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Edible Oils (OIL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm olive mill paste is available to meet production requirements 1.2 Wear appropriate personal protective clothing, and ensure correct

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	fit according to health, safety and food safety requirements 1.3 Identify and confirm equipment is clean and not locked out
2. Prepare the malaxer for operation	2.1 Fit machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing or operating parameters to meet production requirements 2.3 Perform pre-start checks according to operator instructions 2.4 Ensure malaxer is at appropriate temperature prior to adding paste
3. Operate and monitor equipment	3.1 Deliver olive paste to malaxer in required quantities to meet recipe specifications 3.2 Start, operate and monitor process to ensure optimal operations 3.3 Monitor temperature of agitation process to ensure it is kept within 25–30°C, and paste consistency meets specifications 3.4 Keep malaxation times within 75 minutes to allow for a steady kneading of paste and a slow release of the oil 3.5 Add water, talc and/or approved enzymes as required to assist malaxing process 3.6 Identify, adjust and report out-of-specification equipment and/or issues with emulsified paste according to workplace requirements 3.7 Maintain records of malaxing process according to workplace procedures
4. Shut down the malaxer	4.1 Identify appropriate shutdown procedure 4.2 Shut down process safely according to operating procedures 4.3 Apply workplace cleaning procedures and dispose of waste according to environmental requirements 4.4 Identify and report maintenance requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Learning	• Problem-solve issues with process to ensure quality outcomes
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record batch processing data using digital and/or paper-based formats
Numeracy	• Weigh ingredients (mg, g, kg) • Monitor and interpret production and process control indicators and data, including temperature of paste (°C) • Monitor supply and flow of materials to and from the process • Calculate malaxation time: Malaxation time (batch) = (filling time/2) + malaxer full time + (emptying time/2)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOIL3010 Operate and monitor a malaxer	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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Assessment Requirements for FBPOIL3010 Operate and monitor a malaxer

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored a malaxer to release oil from at least one batch of crushed olive paste, to meet specifications, including:

- applying food safety practices
- following safe work procedures
- taking corrective action in response to typical faults and inconsistencies in the malaxing process.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of malaxing olive paste
- Australian Standard for Olive Oils and Olive-Pomace Oils (AS 5264-2011)
- Australian Olive Industry Code of Practice
- basic operating principles of mixing/blending equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
  - awareness of calibration schedules for scales and related weighing/measuring equipment
- services required, and action to take if services are not available
- ingredient-handling requirements and shelf-life or coding
- quality characteristics required of olive paste
- the characteristics of pastes made from different types of olives

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- additives and enzymes that can be added to the agitation process to ensure enough oil is released, including: pectinases, cellulases and hemicellulases; talcum or micro talcum powder (hydrated magnesium silicate); water – these technological coadjuvants should not be detectable in the final product
- the effect of temperature on the olive paste, and the need for paste to be kept at 25–30°C
- the effect of malaxation time on the efficiency of oil separation and oil quality
- calculation of malaxation time
- inspection or test points (control points) in the process and the related procedures and recording requirements, including times/temperatures and agitator speeds
- contamination/cross-contamination and food safety risks associated with the process, and related control measures, including cross-contamination risks and associated cleaning requirements
- operating requirements and parameters, and corrective action required when operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- common causes of variation, and corrective action required
- health and safety hazards and controls relevant to the mixing and blending process
- requirements of different shutdowns as appropriate to the blending or mixing process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities relevant to the mixing and blending process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the malaxing process, including waste or rework collection and handling procedures related to the process
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for mixing or blending equipment
- recording procedures to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an olive oil processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - malaxer process equipment and related services
  - personal protective clothing and equipment
  - crushed olives
  - cleaning materials and equipment
- specifications:

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- work procedures, including advice on safe work practices, food safety, quality and environmental requirements
- batch/recipe instructions
- information on equipment capacity and operating parameters
- recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOIL3011 Operate and monitor an olive oil separation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down an olive oil separation process.

This unit applies to individuals who work in an olive oil processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a separator and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Edible Oils (OIL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm malaxed paste is available to meet product specification 1.2 Confirm separator and associated equipment is clean and ready for operation according to health, safety and food safety requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the separation process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters as required to meet safety and production requirements 2.3 Carry out pre-start checks according to workplace health and safety and operating requirements 2.4 Check decanter plates are in the appropriate position 2.5 Pump paste into the decanter ready for separation
3. Operate and monitor equipment	3.1 Start, operate and monitor equipment to ensure optimal performance 3.2 Adjust decanter speed and monitor oil losses in the pomace 3.3 Inject small amount of water into centrifuge to reduce the chances of losing oil in the waste 3.4 Monitor presence of fine solid particles coming with oil that may compromise the separator's cleaning performance 3.5 Monitor performance of vertical centrifuge to confirm separation 3.6 Adjust amount of water added to separator in order to minimise stripping of polar compounds from the oil 3.7 Adjust separator's automatic or manual discharge cycles to ensure a reasonable oil cleaning performance 3.8 Taste and smell oil as it leaves the separator to detect any impurities 3.9 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.10 Discard any tainted or impure olive oil according to environmental guidelines 3.11 Complete batch processing records according to workplace requirements
4. Shut down the separation process	4.1 Identify appropriate shutdown procedure 4.2 Shut down process according to workplace health and safety and operating requirements 4.3 Apply workplace cleaning procedures and dispose of any waste

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to environmental requirements 4.4 Identify and report maintenance requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Problem-solve issues with process to ensure quality outcomes
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats
Numeracy	• Measure ingredients (kg, T, L, hL) • Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process • Calculate percentages to determine water injection requirements (%)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOIL3011 Operate and monitor an olive oil separation process	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

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Links

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Assessment Requirements for FBPOIL3011 Operate and monitor an olive oil separation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored separation equipment to process at least one batch of olive oil to specification, including:

- applying safe work procedures
- following food safety procedures
- taking corrective action in response to typical faults and inconsistencies in separated product.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the separation process, including stages and changes that occur during the separation process
- Australian Standard for Olive Oils and Olive-Pomace Oils (AS 5264-2011)
- Australian Olive Industry Code of Practice
- organoleptic properties of different types of olive oil, including extra virgin olive oil (EVOO)
- basic operating principles of equipment for the separation process, including:
  - safety hazards associated with separation equipment and the implications of interchanging parts/incorrect bowl balance
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
  - services required for operation of separation equipment used in the workplace

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- the flow of the separation process and the effect of product output on downstream processes
- impact of in-feed quality and concentration levels on the separation process
- quality characteristics and uses of separation process outputs
- characteristics of two and three phase separators and water usage, and where a water injection is required to reduce the chances of losing oil in the waste
- methods used to monitor the separation process, including inspecting, measuring and testing in-feed and out-feed solids, and other tests as required by the process
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the separation process and the related procedures and recording requirements, including use of refractometers, Baume tests and spin tests to measure solids)
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- common causes of variation, and corrective action required, including how variation in temperature and solids affects the process
- contamination/cross-contamination, spoilage and other food safety risks associated with separating olive oil, and related control measures
- health and safety hazards and controls, including limitations of hearing and protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for operating the separation process
- cleaning and sanitisation procedures required for separation equipment, hoses, fittings and storage containers
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the operation of the separation process, including handling of effluent
- basic operating principles of process control where relevant, including the relationship between control panels and systems and the physical equipment
- recording procedures to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an oil processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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  - personal protective clothing and equipment
  - separation equipment and related services
  - malaxed product for separating
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - batch specifications, control points and processing parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOIL3012 Operate and monitor storage of virgin olive oil

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor and maintain the storage of virgin olive oil to maintain product integrity.

This unit applies to individuals who work in an olive oil processing environment. It typically applies to the production worker responsible for operating and monitoring of a holding and storage process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Edible Oils (OIL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in storage area	1.1 Inspect olive oil in receival tanks to ensure sediment has settled and water has been purged 1.2 Confirm storage containers or tanks are clean and of a suitable grade to store oil safely and to maintain quality, according to industry

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	standards 1.3 Wear appropriate personal protective clothing and ensure correct fit 1.4 Rack-off purged oil into clean storage tanks, filtering where required 1.5 Seal storage tanks to avoid oxidation 1.6 Ensure the storage space is clean, according to workplace standards
2. Operate and monitor storage	2.1 Move containers of virgin olive oil to storage area using manual handling aids 2.2 Check temperature of olive oil to ensure it is less than 20°C 2.3 Monitor the storage environment and equipment to ensure conditions remain ideal for product 2.4 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 2.5 Follow and apply workplace housekeeping procedures and environmental requirements 2.6 Maintain workplace records according to workplace requirements
3. Monitor stored product	3.1 Monitor the virgin olive oil to confirm that storage conditions maintain the quality of oil 3.2 Take samples and test product to ensure specifications are met 3.3 Maintain batch records of product, according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task

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Skill	Description
	• Interpret storage requirements
Writing	• Record storage and product information using digital and/or paper-based format
Numeracy	• Monitor and interpret storage control indicators including time, temperature, volume (L, hL) • Interpret test results, including free fatty acid (FFA) (% m/m), oil oxidation, peroxide value (PV) (meq O2/kg oil)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOIL3012 Operate and monitor storage of virgin olive oil	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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Assessment Requirements for FBPOIL3012 Operate and monitor storage of virgin olive oil

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored the storage of at least one batch of virgin olive oil, including:

- applying safe work procedures
- following food safety procedures
- monitoring and adjusting the storage environment and equipment to achieve required outcomes
- taking corrective action in response to typical changes in the storage environment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Australian Standard for Olive Oils and Olive-Pomace Oils (AS 5264-2011)
- Australian Olive Industry Code of Practice
- the flow of the holding and storage process and the effect of product output on downstream processes
- contamination/cross-contamination and food safety risks associated with the holding and storage process, and related control measures
- time required for oil to settle
- settling of olive oil, including the processes of purging, racking-off and filtration
- when filtration is required
- ideal storage conditions for virgin olive oil, including temperature, container properties, length of time product is stored
- organoleptic properties of different types of olive oil
- factors that accelerate the breakdown of virgin olive oil, including:
  - exposure to air (oxidation)

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  - heat
  - light (and using transparent containers)
  - contact with sediments and water (hydrolysis)
  - delayed processing of harvested fruit (causing fermentation)
  - processing damaged (high FFA) fruit (diseased, mummified, split, over-ripe, frosted), which will result in defective oils
  - variety and style (oxidative stability)
  - time
- types of containers used to store bulk olive oil, and their characteristics
- techniques used to monitor the holding and storage process, including inspecting, measuring and testing by the process
- characteristics of different types of olive oil (extra virgin, virgin, refined, light, pomace)
- sampling methods
- typical tests undertaken to determine the quality of olive oil, including tests to detect alteration and refining processes, including soft deodorisation
- parameters that identify olive oil as fresh, well processed and stored appropriately, including:
  - free fatty acids (FFAs) in the vicinity of ≤0.4
  - peroxide value (PV) in the vicinity of ≤12
  - K232 values under 2.00 and K268 values under 0.18
  - pyropheophytin a (PPP) <1 % of PPPs (which will increase 6–8 % per year, under ideal storage conditions)
  - around 90% of 1,2-diacylglycerols (DAG) (which will decrease 20–25 % per year, under ideal storage conditions)
- common olive oil defects and how each is caused:
  - fusty
  - musty
  - winey (vinegary)
  - muddy (sediment)
  - rancid
- methods for maintaining oil temperature during storage or distribution
- health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- environmental issues and controls relevant to the process, including disposal of waste water and defect products
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures required for the storage containers, storage area and equipment
- recording requirements to ensure traceability and biosecurity of product.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food storage workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing
  - holding and storage equipment and related services
  - olive oil for storage/containers
  - sampling and testing equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - product specifications, control points and processing parameters
  - information on equipment capacity and operating parameters
  - sampling schedules and test procedures production
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR1011 Operate automated washing equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to prepare, load and operate automated washing equipment.

This unit applies to individuals who work under direct supervision.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare washing equipment for operation	1.1 Read or listen to work instructions from supervisor and ask for clarification where necessary 1.2 Identify health and safety hazards and food safety hazards, and inform supervisor 1.3 Use appropriate personal protective equipment according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace procedures 1.4 Identify and load items to be washed according to job specifications 1.5 Confirm equipment and services are ready for use 1.6 Select wash cycle settings to meet safety and wash requirements
2. Operate and monitor the equipment	2.1 Conduct pre-start checks according to workplace procedures 2.2 Measure and load cleaning agent into dispenser 2.3 Operate equipment and monitor to identify variation in operating conditions 2.4 Report any variation in equipment operation to supervisor 2.5 Shut equipment down safely according to workplace procedures 2.6 Unload washed items, and position in required location 2.7 Keep work area clean and tidy according to health, safety, environmental and food safety procedures 2.8 Clean equipment and complete records, as required by workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Recognise and seek guidance to correct simple problems
Reading	• Follow simple work instructions, including detergent dosages • Follow control panel prompts
Writing	• Keep track of work activities using workplace format
Oral communication	• Ask simple questions and listen carefully to clarify understanding or seek further information
Numeracy	• Measure correct amounts of cleaning agents

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR1011 Operate automated washing equipment	FBPOPR1002 Operate automated washing equipment	Application of unit clarified Minor changes to Performance Criteria Foundation Skills refined Performance Evidence clarified Minor changes to Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR1011 Operate automated washing equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated automated washing equipment to clean at least two loads of items to be cleaned to specification, including:

- applying food safety procedures to work practices
- following safe work procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, functions and basic operation of equipment
- operating cycles and application to washing requirements
- required output and quality of cleaning/sanitising to be met by the washing process
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- common causes of faults or unacceptable performance of the container washing process, and related troubleshooting procedures within level of responsibility
- health and safety hazards and controls
- common food safety risks in the work area and how they can be controlled
- shutdown and cleaning procedures, including isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting problems
- environmental issues and controls relevant to equipment operation, including waste collection and handling procedures related to the container washing process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment

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- recording procedures and responsibilities
- cleaning and sanitisation requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - automated washing equipment, services and accessories
  - items to be washed
  - personal protective equipment
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices
  - washing schedules and specifications
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR1012 Prepare basic mixes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to combine ingredients and additives in the correct quantities and to operate mixing and blending equipment to prepare basic mixes.

This unit applies to individuals who work under direct supervision. It has application in a variety of food processing operations, involving basic mixes made using pre-mix ingredients, where the knowledge of ingredient sequencing and ingredient characteristics is minimal.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for mixing or blending	1.1 Read or listen to work instructions from supervisor, and ask for clarification where necessary 1.2 Identify health and safety hazards and food safety hazards, and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	inform supervisor 1.3 Use appropriate personal protective equipment as required 1.4 Check that materials are available to meet production requirements 1.5 Identify and measure required ingredients according to workplace procedures 1.6 Enter processing or operating parameters for mixing or blending to meet safety and production requirements 1.7 Check equipment performance and adjust according to operating requirements 1.8 Perform pre-start checks according to operator instructions
2. Operate and monitor the mixing or blending process	2.1 Add ingredients to the mixer in the required quantities to meet recipe specifications 2.2 Start the mixing and blending process according to safe operating procedures 2.3 Monitor equipment to identify variation in operating conditions, and report issues to supervisor 2.4 Monitor the mixing process to confirm that specifications are met 2.5 Identify and report or adjust out-of-specification product and process outcomes 2.6 Maintain a clean and tidy work area according to workplace procedures
3. Shut down the mixing or blending process	3.1 Identify and apply the shutdown procedure safely according to operating procedures 3.2 Identify and report maintenance requirements 3.3 Clean equipment and work area to meet workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret work instructions • Interact with process control screens • Interpret simple workplace forms and records (digital and/or paper-based) • Read best before dates
Writing	• Complete simple workplace records and checklists
Oral communication	• Follow simple, clear instructions • Ask questions to clarify understanding
Numeracy	• Measure ingredients by weight (g, kg) and/or volume (ml, L) according to product specification • Correctly sequence the addition of ingredients to mix

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR1012 Prepare basic mixes	FBPOPR1004 Prepare basic mixes	Application of unit clarified Minor changes to Performance Criteria Foundation Skills refined Performance Evidence and Knowledge Evidence clarified Minor changes to Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR1012 Prepare basic mixes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared a basic mix for at least one batch of products, to specification, including:

- applying food safety procedures to work practices
- following safe work procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic functions and operating principles of equipment used
- services required and action to take if services are not available
- the flow of the mixing process and the effect of mix preparation on downstream processes
- ingredient shelf-life and handling requirements
- quality characteristics required of ingredients used
- required attributes of the mixed/blended output
- the effect of the mixing or blending parameters
- common contamination and cross-contamination risks involved with the process and ingredients used
- food safety risks associated with the process, and related control measures, including product compatibility and associated cleaning requirements
- operating requirements and parameters, and corrective action required, where operation is outside specified operating parameters
- procedures and responsibility for reporting production and performance information
- health and safety hazards and controls
- shutdown and cleaning procedures, including isolation, lock-out and tag-out procedures and responsibilities
- environmental issues and controls, including waste/rework collection and handling procedures related to the process

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- cleaning and sanitisation procedures for mixing/blending equipment.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - mixing or blending process equipment and services
  - ingredients and additives required for the mixing/blending process
  - cleaning materials and equipment as required
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - production schedule/batch/recipe instructions
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR1013 Operate basic equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to operate basic equipment that requires limited application of equipment and process knowledge, and limited equipment adjustment.

This unit applies to individuals who work under direct supervision. The unit has generic application in a wide range of situations and should be contextualised for equipment not covered by any other specific unit.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Follow workplace procedures to operate equipment	1.1 Read or listen to work instructions from supervisor, and ask for clarification where necessary 1.2 Identify health and safety hazards and inform supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Use appropriate personal protective equipment and clothing to suit work task 1.4 Check equipment to confirm it is ready and safe to operate according to workplace procedures, including safety requirements 1.5 Conduct pre-start checks according to operator instructions 1.6 Start and operate equipment to achieve required outcome according to safe operating procedures
2. Monitor and shut down equipment	2.1 Operate equipment, and monitor to identify variation in operating conditions 2.2 Adjust to correct routine variation in equipment operation 2.3 Report significant variations in equipment operation to supervisor 2.4 Shut down equipment safely according to operating procedures 2.5 Maintain a clean and tidy work area according to health, safety, environmental and food safety requirements 2.6 Clean equipment and complete records, as required by workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Recognise and seek guidance to correct simple problems
Reading	• Follow simple work instructions • Follow control screen or panel prompts
Writing	• Update equipment log book
Oral communication	• Ask simple questions to clarify understanding of instructions or information
Numeracy	• Measure consumables

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR1013 Operate basic equipment	FBPOPR1005 Operate basic equipment	Application of unit clarified Minor changes to Performance Criteria Foundation Skills refined Performance Evidence clarified Minor changes to Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPOPR1013 Operate basic equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated at least one item of basic equipment to achieve a work outcome to specification, including:

- following safe work procedures
- addressing routine operation issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic operating principles of equipment used, such as main equipment components, status and purpose of guards, emergency stop, isolation and lock-out controls, and equipment operating capacities and applications
- services required, and action to take if services are not available
- quality requirements of materials/consumables used, and the effect of variation on outputs
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- contamination/food safety risks associated with equipment operation, and related control measures
- common causes of variation, and corrective action required
- health and safety hazards and controls
- shutdown and cleaning procedures, including isolation, lock-out and tag-out procedures and responsibilities
- environmental issues and controls relevant to equipment operation, including waste collection and handling procedures related to the process

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- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- recording procedures and responsibilities relevant to operating basic equipment.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment and clothing
  - equipment to be operated, and relevant materials, consumables and services
  - cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR1014 Monitor process operation

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to monitor the operation of equipment used in a production process.

This unit applies to individuals who work in a food production environment under direct supervision.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor equipment operation	1.1 Read or listen to work instructions from supervisor and ask for clarification where necessary 1.2 Identify health and safety hazards and food safety hazards, and inform supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Use appropriate personal protective equipment and clothing to suit work task 1.4 Inspect and monitor equipment to confirm safety and operating condition 1.5 Maintain materials and consumable levels as required 1.6 Maintain workplace records according to workplace procedures 1.7 Maintain a clean and tidy work area according to workplace requirements
2. Identify and respond to non-conformance	2.1 Monitor the process to confirm performance is maintained within specification 2.2 Identify and report out-of-specification product, process and equipment performance

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Recognise and seek guidance to correct simple problems
Reading	• Follow simple work instructions • Follow control screen or panel prompts
Writing	• Update equipment log book
Oral communication	• Ask simple questions to clarify understanding of instructions or information
Numeracy	• Measure consumables • Anticipate when consumables need to be replenished

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR1014 Monitor process operation	FBPOPR1006 Monitor process operation	Application of unit clarified Minor changes to Performance Criteria Foundation Skills refined Performance Evidence and Knowledge Evidence clarified Minor changes to Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPOPR1014 Monitor process operation

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has monitored the operation of equipment used in a production process to complete at least one batch or production run, including:

- applying food safety procedures to work practices
- following safe work procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of equipment used in production process
- required output and quality requirements to be met by the production process
- basic operating principles of equipment used, such as main equipment components, status and purpose of guards and emergency stop, isolation and lock-out controls, and, where required, the operating features of the control panel and the relationship between control panel functions and the physical equipment
- common causes of faults or unacceptable performance, and action required within level of responsibility
- health and safety hazards and controls associated with process operations
- food safety risks associated with process operation, and related control measures
- common contamination and cross-contamination risks associated with the process
- procedures and responsibility for reporting problems arising from monitoring process operations
- recording system and responsibilities for completing records.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - processing equipment and related services
  - materials and consumables as required
  - personal protective clothing and equipment
- specifications:
  - work procedures, including advice on safe work practice
  - production schedules and specifications
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR1015 Participate effectively in a workplace environment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to participate effectively in a workplace environment.

This unit applies to individuals in any work environment who work under direct supervision. This unit serves as an introduction to the responsibilities of the worker, and the products and processes of the company.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Obtain information about the industry	1.1 Access sources of information about the industry and sector 1.2 Collect information to assist effective and safe work performance within the industry 1.3 Identify employment terms and conditions

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify career pathways within the industry
2. Follow employment requirements	2.1 Identify industry developments in the workplace context that could be used to improve quality, productivity and conditions 2.2 Confirm that work practices comply with codes of practice and workplace expectations within level of responsibility 2.3 Identify contribution of own work role to organisational outputs 2.4 Ensure that dress and personal requirements comply with workplace standards 2.5 Observe punctuality in work attendance according to workplace procedures 2.6 Meet employer expectations through completion of workplace routines and specific instructions
3. Accept responsibility for quality of own work	3.1 Keep personal work space in a well-organised and safe condition 3.2 Adhere to the workplace code of conduct 3.3 Detect variations in the quality of service or products from required standards, and report as required
4. Plan and conduct own work	4.1 Follow instructions from supervisor and relevant staff 4.2 Apply industry and safe work practices to day-to-day work activities 4.3 Assess work load and prioritise within allocated timeframes 4.4 Check the availability of materials and equipment to ensure they are consistent with work schedules and the requirements of the task 4.5 Communicate clearly, to the appropriate person, the need for assistance to improve performance
5. Promote workplace cooperation	5.1 Undertake responsibilities and duties in a positive manner to promote cooperation and good relationships 5.2 Conduct cooperation with others in a courteous manner, appropriate to culture, special needs and linguistic background, and position in the organisation 5.3 Recognise problems and conflict, and resolve through personal communication where possible, or refer to a supervisor, manager or employer for resolution
6. Contribute to a	6.1 Share information relevant to work with co-workers to ensure

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
productive work environment	designated work goals are met 6.2 Share knowledge and skills with co-workers through conversations and meetings 6.3 Recognise and seek contributions of individuals of different gender and social and cultural backgrounds 6.4 Ensure work is consistent with workplace standards relating to antidiscrimination and workplace harassment

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Learning	• Recognise and seek guidance to correct simple problems
Reading	• Interpret simple work instructions, standard operating procedures and information about the industry
Writing	• Update workplace logs
Oral communication	• Ask simple questions to clarify understanding of instruction or information • Interact effectively with other staff members

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FBPOPR1015 Participate effectively in a workplace environment	FBPOPR1007 Participate effectively in a workplace environment	Application of unit clarified Minor changes to Performance Criteria Foundation Skills refined	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Performance Evidence and Knowledge Evidence clarified Minor changes to Assessment Conditions	

Links

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Assessment Requirements for FBPOPR1015 Participate effectively in a workplace environment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has participated effectively in at least one workplace environment, including:

- identifying and accessing information on conditions of employment and workplace policies and procedures
- following safe work practices
- communicating effectively with others in the workplace.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace structure and key personnel
- rights and responsibilities of employees as defined in employment conditions
- enterprise policies and procedures relating to work responsibilities, including areas covered by legislation and related responsibilities
- appropriate personal conduct in a work area, including:
  - minimum clothing and personal hygiene standards when entering and moving around the work environment in order to protect both employees and product safety
  - behaving appropriately towards others in the work area
  - basic features of antidiscrimination and workplace harassment
- health and safety hazards and controls
- industrial representation arrangements
- site security arrangements, including responsibility to report when coming on and off site
- site layout, including main facilities, such as canteens, parking areas, storage areas, processing and packing areas, and location of emergency exits and assembly areas
- the main products/product range produced in the workplace

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- stages and processes used to manufacture and package products
- personal reporting roles and responsibilities.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - site maps
- specifications:
  - advice on work roles and responsibilities
  - advice on workplace policies, codes of practice, procedures, structure and personnel
  - advice on conditions of employment and entitlements
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR1016 Take and record basic measurements

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to use basic measuring equipment and devices, and read and record the results.

This unit applies to individuals who work alongside a supervisor in most situations and exercise limited autonomy. Applications include simple tests that involve automated measuring devices.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify measurement requirements	1.1 Identify the purpose of the measuring task 1.2 Identify measuring requirements, including frequency and accuracy range 1.3 Confirm that measuring equipment is available and fit for purpose

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Take measurements	2.1 Carry out measuring tasks to requirements and according to safe work practices 2.2 Check measurement results for accuracy 2.3 Identify non-standard or out-of-range results, and report to supervisor 2.4 Record the results of measurements in the required format

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria

Skill	Description
Numeracy	• Measure length (mm, cm, m, km), weight (mg, g, kg, tonne), volume (ml, L), time (sec, min, H) and temperature (°C) • Measure rates per hour (or nominated time) • Identify measurements to two decimal points • Estimate measurements to check accuracy • Read gauges and scales

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR1016 Take and record basic measurements	FBPOPR1008 Take and record basic measurements	Application of unit clarified Minor change to Performance Criteria Foundation Skills refined Performance Evidence and Knowledge Evidence clarified	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Minor changes to Assessment Conditions	

Links

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Assessment Requirements for FBPOPR1016 Take and record basic measurements

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has taken and recorded basic measurements for different purposes, including:

- estimating and accurately measuring length, weight, volume, flow and time using the correct units
- using at least three different items of measuring equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of measuring as applied to work responsibilities, and related measuring equipment and units of measurement, including the required accuracy of the measurement and the capability/accuracy level of equipment used
- measuring equipment/device preparation requirements and purpose, including calibration requirements and responsibilities for maintaining accurate measuring equipment/devices
- health and safety hazards associated with using the measuring equipment/device, and related safe operating procedures
- typical/required range for measurement results
- common factors and conditions that could affect the measurement result
- procedures to follow where measurements are out of range, such as repeating the measurement one or more times
- consequences of measurements that are out of range
- responsibilities to report measurement information.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - measuring equipment/devices
  - materials/items to be measured
  - recording and reporting system
- specifications:
  - safe work procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR1017 Follow work procedures to maintain quality

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to follow basic quality assurance practices related to monitoring quality where work involves routine manual processes or operation of simple automated equipment.

This unit applies to individuals who work under direct supervision. It typically targets the production worker responsible for following quality procedures for limited operations.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor quality of work outcome	1.1 Identify quality requirements for work task 1.2 Inspect production input to confirm capability to meet quality requirements 1.3 Follow work procedures to ensure quality outcomes

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Identify and report unacceptable inputs and outputs	2.1 Check work area, materials, processes and product routinely to ensure compliance with quality requirements 2.2 Identify unacceptable quality, and take corrective action within the level of responsibility to maintain quality standards 2.3 Report any variation in quality according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Recognise and seek guidance to correct simple problems
Reading	• Interpret simple work instructions and workplace procedures • Interpret quality requirements
Oral communication	• Ask simple questions to clarify understanding of instructions or information
Numeracy	• Check outcome/products meet quality guides (including measuring and counting)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR1017 Follow work procedures to maintain quality	FBPOPR1009 Follow work procedures to maintain quality	Application of unit clarified Minor changes to Performance Criteria Foundation Skills refined Performance Evidence and Knowledge Evidence	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		clarified Minor changes to Assessment Conditions	

Links

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Assessment Requirements for FBPOPR1017 Follow work procedures to maintain quality

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has followed work procedures to maintain quality for at least one batch or production run, including:

- following safe operating procedures
- addressing routine operation issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- quality policy, procedures and responsibilities
- quality personnel and their respective responsibilities, such as internal personnel and external auditors
- requirements of internal and external customers
- sources of advice on quality requirements for own work
- control points for own work, including the purpose of the control point, the risk if not controlled, and the method of control where relevant
- monitoring, inspection and checking procedures related to process control requirements
- types of out-of-specification or unacceptable performance
- procedures for responding to out-of-specification or unacceptable performance/outcomes
- responsibilities for reporting and recording quality information
- recording requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

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- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- specifications:
  - quality guidelines
  - safe work procedures
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2074 Carry out manual handling tasks

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to identify manual handling requirements of a work function, use manual handling aids to lift or move items, and identify and assess manual handling risks.

This unit applies to individuals who work under supervision in most situations and exercise limited autonomy.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Participate in processes to identify and assess manual handling	1.1 Identify the manual handling components of a work task 1.2 Identify manual handling risks to self and others within level of responsibility, and inform supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Contribute to manual handling risk minimisation	2.1 Determine approximate weight of item to be handled 2.2 Identify whether manual handling equipment is required and, if so, select appropriate equipment 2.3 Check that manual handling equipment is available and ready for use 2.4 Ensure that personal protective equipment (PPE), including clothing and footwear, is fit for use 2.5 Follow safe work procedures
3. Plan and conduct manual handling	3.1 Identify hazards involved with manual handling task 3.2 Use appropriate PPE and clothing, and ensure correct fit 3.3 Modify workplace layout and environment within area of control to minimise manual handling risk 3.4 Modify work tasks within area of control to minimise the risk of injury 3.5 Use manual handling aids according to workplace procedures 3.6 Use movement and postures to minimise the risk of injury within the limits of the work environment and the demands of the task

Foundation Skills

Skill	Description
Numeracy	• Estimate weights of items to be handled to assist with determining safe lifting/handling methods

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2074 Carry out manual handling tasks	FBPOPR1010 Carry out manual handling tasks	Unit recoded to reflect complexity of work task	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	

Links

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Assessment Requirements for FBPOPR2074 Carry out manual handling tasks

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively carried out a minimum of three different manual handling tasks, including:

- identifying the risks (to self and others) associated with each manual handling task
- eliminating risks, including through movement, posture and effectively using equipment provided
- modifying work to eliminate or minimise risk
- applying safe work procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- different types of manual handling activities, including lifting, reaching, pushing, pulling, holding, restraining, throwing and carrying
- types of injuries that can result from manual handling
- aspects of manual handling that may be risks (hazard identification), including:
  - repetitive or sustained application of force
  - repetitive or sustained awkward posture
  - repetitive or sustained movement
  - application of high force
- manual handling of unstable or unbalanced loads, such as liquids or animals
- workplace procedures and responsibilities for identifying and reporting manual handling hazards
- factors to be considered when assessing manual handling risks relevant to work role (referring to workplace risk assessment sheets and code of practice advice where available), including:

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  - postures
  - movements
  - force required
  - duration and frequency of manual handling activity
  - environmental conditions, such as hot and cold work environments
- procedures and responsibilities for conducting risk assessments of manual handling tasks
- typical options for eliminating or controlling manual handling risks associated with work functions, including principles of hierarchy of control and the advantages and disadvantages of different options
- types of equipment and/or techniques used to eliminate or reduce manual handling risks in the workplace, including when and how to use each type of technique/equipment relevant to manual handling tasks in work role
- level of authority to address health and safety issues related to manual handling and related workplace arrangements for managing safety issues
- sources of advice on manual handling relevant to work function
- equipment available to assist manual handling, related inspections required to identify faulty equipment, and related reporting procedures
- personal protective equipment (PPE) checks, including checking:
  - correct fit
  - appropriate for task
  - undamaged
- movement and postures that increase the risk of injury, and movements and postures to minimise the force in the body as applied to specific tasks in the workplace.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - personal protective clothing and equipment
  - work procedures, including advice on manual handling requirements and safe work practices
  - manual handling equipment

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR2075 Work effectively in the food processing industry

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to work effectively in the food processing industry by applying an understanding of the structure of the industry, workplace policies and procedures, and work conditions relevant to the level of responsibility.

This unit applies to individuals who perform a defined range of routine and predictable activities under general supervision in any sector of the food processing industry.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the food processing industry	1.1 Identify sectors within the food processing industry 1.2 Identify key sector representatives and their roles 1.3 Understand workplace procedures common to employment in the

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	sector 1.4 Identify types of employment and key responsibilities in the food processing industry
2. Identify key production processes and supply chains	2.1 Recognise raw materials used in the workplace, and their source 2.2 Recognise the range of products produced in the workplace 2.3 Identify workplace production processes for converting materials into products 2.4 Identify common products and supply chains in the food processing industry
3. Carry out work responsibilities according to policies and procedures	3.1 Operate according to basic conditions of employment 3.2 Apply workplace policies and procedures when carrying out work role 3.3 Identify key food safety and traceability requirements relevant to the role 3.4 Identify rights, responsibilities and legal obligations relevant to own role 3.5 Identify key personnel and their roles in the workplace 3.6 Apply employability skills required for effective work 3.7 Recognise the consequences of not following workplace environmental and safety policies and practices
4. Take responsibility for own skill development	4.1 Identify the skills required for work role, and assess learning needs 4.2 Participate in opportunities for skill development 4.3 Take responsibility for own work tasks and role 4.4 Monitor own work against workplace standards, and identify areas for improvement and take action 4.5 Use basic problem-solving strategies to address problems, inconsistencies or concerns when fulfilling work role

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret key requirements of workplace documents
Oral communication	• Interact effectively with team members and supervisor • Ask questions to clarify work instructions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2075 Work effectively in the food processing industry	FBPOPR2001 Work effectively in the food processing industry	Minor change to unit Application Performance Criteria 3.3 added Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPOPR2075 Work effectively in the food processing industry

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has worked effectively in the food processing industry in a specified role over a period of at least one shift, including:

- applying safe work procedures
- communicating effectively with supervisor and team members.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace structure and key personnel
- rights and responsibilities of employees as defined in employment conditions
- workplace policies and procedures relating to work responsibilities, including areas covered by legislation and related responsibilities
- appropriate personal conduct in a work area, including minimum clothing and personal hygiene standards when entering and moving around a food processing area in order to protect both employees and product safety, and behaving appropriately towards others in the work area
- industrial representation arrangements
- site security arrangements, including responsibility to report when coming on-site and off-site
- the main products/product range produced in the workplace
- stages and processes used to manufacture and package products
- health and safety hazards and controls relevant to the workspace
- food safety risks and controls relevant to product
- critical control point (CCP) approach to monitoring food processing
- personal reporting roles and responsibilities.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - site maps
  - access to a workplace
- specifications:
  - workplace policies, codes of practice, procedures, structure and personnel
  - work roles and responsibilities, training and career information
  - conditions of employment and entitlements
- personnel:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR2076 Inspect and sort materials and product

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to inspect and sort incoming products and materials, such as fruit or vegetables, ready for processing.

This unit has application in a production environment within a processing industry. Inspection at this level is typically limited to visual inspection.

This unit applies to individuals who work under general supervision.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Inspect materials and product to confirm fitness for use	1.1 Receive work instructions and clarify where required 1.2 Identify health, safety and quality hazards, and report to supervisor 1.3 Wear appropriate personal protective equipment and clothing and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	ensure correct fit 1.4 Confirm type and quality requirements of materials and product to be sorted according to workplace procedures 1.5 Convey or transfer materials and product to required locations
2. Sort materials and product	2.1 Inspect materials and product to confirm quality requirements are met 2.2 Sort product and incoming materials to meet production requirements 2.3 Identify and report unacceptable quality according to workplace procedures 2.4 Complete workplace records in line with requirements 2.5 Maintain a clean and tidy workplace according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Understand key requirements of safe work procedures • Interpret production requirements
Writing	• Record data and observations using digital and/or paper-based formats
Oral communication	• Ask questions to clarify work requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2076 Inspect	FBPOPR2002 Inspect	Minor change to unit	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
and sort materials and product	and sort materials and product	Application Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	

Links

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Assessment Requirements for FBPOPR2076 Inspect and sort materials and product

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has inspected and sorted at least 50 items of incoming materials and/or workplace products, including:

- following safe work procedures
- following quality requirements
- using standards that identify quality criteria of product or material
- identifying out-of-specification or non-conforming products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and standards to be met by the inspection and sorting process, including criteria and specifications as they apply to inspection and sorting requirements
- the relationship between visual inspection and sorting and other inspection procedures, such as those that may be conducted by a laboratory or at subsequent processing stages
- typical causes of unacceptable or out-of-specification product, including causes of product damage that can occur prior to arrival at the plant and as part of the handling process
- the stages that occur in the inspection and sorting process, and their effect on product, such as in-line cleaning or conditioning and product or materials transfer stages
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- contamination/cross-contamination risks associated with the sorting process, and related control measures
- health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- procedures and responsibility for reporting production and performance information

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- environmental issues and controls relevant to equipment operation, including waste collection and handling procedures related to the process
- basic operating principles of equipment used, where relevant, including main equipment components, status and purpose of guards, emergency stop, isolation and lock-out controls, equipment operating capacities and applications
- services required, and action to take if services are not available
- recording procedures and responsibilities for inspecting and sorting materials and product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - product and incoming materials
  - appropriate personal protective equipment and clothing
  - reporting and monitoring systems
- specifications:
  - workplace information on materials specification/quality requirements
  - work instructions and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2077 Operate a bulk dry goods transfer process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to receive and transfer bulk (dry) raw materials to storage areas.

The unit applies to individuals who work under general supervision in a food processing production environment. It typically applies to workers responsible for the operation and monitoring of a dry ingredients transfer process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for bulk materials transfer work	1.1 Receive work instructions and clarify, where required 1.2 Identify health, safety and food safety hazards for the bulk dry goods transfer process, and inform supervisor

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Wear appropriate personal protective equipment and clothing and ensure correct fit 1.4 Identify bulk storage locations, ingredient and materials holdings and capacities 1.5 Confirm actual to recorded holding levels
2. Check and prepare bulk materials transfer equipment and process for operation	2.1 Confirm the transfer system equipment is clean and not locked out 2.2 Select transfer equipment settings and operating parameters to meet safety and transfer requirements 2.3 Carry out checks and tests and follow other materials and product clearance procedures prior to transfer 2.4 Establish priorities for materials transfer to match intakes and transfers to storage capacity and production requirements
3. Transfer bulk materials	3.1 Start and operate the transfer process according to safe operating requirements 3.2 Monitor the transfer process to confirm correct location selection, quantities and equipment settings 3.3 Rectify routine transfer issues as they arise 3.4 Transfer bulk dry materials and product to the required location or storage facility 3.5 Maintain a clean and tidy workplace according to health, safety and food safety procedures 3.6 Maintain workplace records in required format 3.7 Conduct work according to workplace environmental guidelines
4. Complete transfer operations	4.1 Select equipment settings to complete transfer operation 4.2 Purge in-flight product from lines according to workplace procedures 4.3 Clean and prepare equipment for further transfer 4.4 Record information on the transfer operation in required format 4.5 Identify and report maintenance requirements according to workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify product and other transfer requirements from order forms • Read system information from control screens • Identify and interpret workplace procedures
Writing	• Record data and observations using digital and/or paper-based formats
Numeracy	• Interpret system process control data, capacities (m3), quantities (kg, T) and product levels

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2077 Operate a bulk dry goods transfer process	FBPOPR2006 Operate a bulk dry goods transfer process	Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2077 Operate a bulk dry goods transfer process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a bulk dry goods transfer process to transfer at least one delivery of dry goods to a storage area, including:

- applying food safety procedures to work practices
- following safe work procedures
- addressing routine transfer issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- bulk dry materials storage layout, capacities and related management systems
- basic operating principles of equipment, such as the system of sensors, valves, pipework and related equipment that controls the transfer of bulk dry materials, equipment operating capacity and the status and purpose of guards
- planning and scheduling systems and responsibilities to prioritise materials transfer processes, including the characteristics of materials received and related storage requirements, production requirements and storage capacities
- signs and symptoms of faulty equipment, and early warning signs of potential problems
- operating parameters, and corrective action required where operation is outside specified operating parameters
- health and safety hazards and controls, including the risk of spontaneous combustion, and dust control
- common microbiological, physical, chemical and allergen hazards related to dry goods, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- contamination/cross-contamination and food safety risks and controls, including product compatibility and storage requirements

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- isolation, lock-out and tag-out procedures and responsibilities
- product inspection procedures within level of responsibility, including types of pest infestation and common contamination relevant to dry materials transferred
- procedures for separating and handling non-conforming or unacceptable product
- clearance procedures, such as relevant test methods, and action required if results are not within specification or clearance is not provided
- environmental issues associated with dry goods handling and storage
- recording requirements and procedures for dry goods handling and storage, including procedures to record traceability of product
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - storage locations, capacities and bulk receival equipment capacity and operating parameters
  - bulk transfer system, equipment and services
  - materials to be transferred
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - documentation and recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2078 Work in a freezer storage area

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to enter and work in a freezer storage or cold room area.

This unit applies to individuals working in a processing environment who work under general supervision.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety, environmental regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to enter a freezer storage environment	1.1 Read or listen to work instructions from supervisor and clarify, where required 1.2 Identify health and safety hazards and quality risks in freezer storage area, and inform supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Wear appropriate personal protective equipment according to safe work requirements 1.4 Confirm clothing and footwear are correctly fitted prior to entering freezer 1.5 Carry out checks and inspections of freezer storage area
2. Identify and monitor equipment operation	2.1 Identify the effects of freezing temperatures on equipment 2.2 Monitor equipment when in use in freezer to ensure effective functioning
3. Handle frozen product safely	3.1 Identify handling requirements for frozen product according to workplace procedures 3.2 Handle frozen product safely according to workplace requirements 3.3 Use safe manual handling techniques to move frozen products 3.4 Complete workplace records in line with workplace requirements
4. Respond to emergencies	4.1 Identify signs and symptoms of exposure to low temperatures 4.2 Take appropriate action to minimise effects of exposure on self and others

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace procedures and safety information • Identify product types and storage requirements
Numeracy	• Identify product weights (kg) for manual lifting purposes • Interpret storeroom temperature gauges (°C) • Count product quantities • Interpret freezing rates for products

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2078 Work in a freezer storage area	FBPOPR2007 Work in a freezer storage area	Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPOPR2078 Work in a freezer storage area

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has worked in a freezer storage area and handled frozen products over a period of at least two hours, including:

- following safe work procedures and taking appropriate breaks
- applying quality standards to work practices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and conditions required in a freezer storage environment, including how temperature parameters are maintained in the freezer/cold room
- safety requirements and hazards associated with entering and working in a freezer storage/cold room area, including required personal protective equipment (PPE), limitations of PPE, and maximum work duration
- contamination/cross-contamination and quality risks associated with frozen products at workplace
- the effects of freezer/cold room temperatures and frozen condensation on equipment used in a freezer/cold room but designed for room temperature operation, including symptoms that equipment is unsafe or unfit for use
- effects of room temperatures on equipment using hydraulic oils designed for freezer/cold room temperatures
- typical freezing rates for product handled, including products stacked on pallets
- symptoms associated with hypothermia, and action to take if these occur
- handling requirements for moving pallets of frozen product, and how this differs from moving pallets of fresh product
- the differences in product stability of pallets loaded with fresh compared with frozen product, and related wrapping requirements

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- the effect of freezing on product packaging and related handling requirements
- cleaning requirements for a freezer storage area
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a freezer storage work area or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - freezer storage/cold room area
  - stock to be held in frozen storage
- specifications:
  - work procedures, including advice on safe work practices and quality requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2079 Work with temperature controlled stock

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to store and retrieve temperature controlled stock from appropriate storage facilities.

This unit applies to individuals who work in controlled temperature environments under general supervision.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety, environmental regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Store stock to meet temperature control requirements	1.1 Receive work instructions and clarify, where required 1.2 Identify health and safety hazards, and inform supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify goods requiring temperature control according to workplace requirements 1.5 Locate goods in correct storage areas to meet storage temperature, stores handling and stock rotation requirements 1.6 Record storage information according to workplace procedures
2. Monitor and maintain temperature of stock within specifications	2.1 Monitor stock temperature to confirm temperature is within specified limits 2.2 Monitor storage areas to confirm temperature is within storage zone limits 2.3 Monitor residence time in temperature controlled stores to meet stock control requirements 2.4 Identify and report out-of-specification storage temperatures, and take corrective action according to workplace procedures
3. Transfer temperature controlled stock	3.1 Handle and transfer goods to maintain temperature control and meet stock rotation requirements according to health and safety requirements 3.2 Complete records in line with workplace requirements

Foundation Skills

is section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace procedures and specifications • Identify requirements from basic order forms
Numeracy	• Identify stock weights and quantities • Read gauges and scales

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2079 Work with temperature controlled stock	FBPOPR2010 Work with temperature controlled stock	Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2079 Work with temperature controlled stock

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has worked with temperature controlled stock to correctly store at least one delivery of new stock, and rotate and monitor storage of existing stock, including:

- applying quality standards to work practices
- following safe work procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- work health and safety hazards and controls, including the purpose and limitations of personal protective equipment (PPE)
- temperature controlled storage facilities and capacities available in the work area
- temperature control requirements of stock handled in the work area, including acceptable temperature ranges and consequences of failing to meet these ranges, and, where required, requirements for gradual temperature change
- stock handling procedures for receiving and locating stock within a store, including stock rotation and procedures for identifying, segregating and disposing of damaged or potentially unsafe stock
- stock handling procedures for transferring temperature controlled stock from a temperature controlled environment, including maximum duration stock can be held outside a controlled environment
- contamination and cross-contamination risks and controls
- consequences to quality of product if stock temperature control requirements are not met
- monitoring procedures and instrumentation, including use of thermometers or other temperature measuring instrumentation
- notification, recording and reporting requirements for temperature controlled stock

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- operating procedures for goods handling equipment as required
- safe work procedures for working with temperature controlled stock
- recording requirements for traceability.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE
  - controlled temperature storage facilities
  - stock requiring storage
  - load shifting equipment as required
- specifications:
  - work procedures, including advice on safe work practices, quality and environmental requirements
  - temperature storage specifications
  - stock information recording system and procedures
  - stock handling and rotation systems.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2080 Operate a blending, sieving and bagging process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a blending, sieving and bagging process.

This unit applies to individuals who work under general supervision blending and bagging dry goods as bulk blends or for use in food service. This process is typically used for the blending and packaging of low-moisture products, including dry flavours and marinades, donut mix, cake mix, bakery ingredients, batters, cheese powders, spice mixes and herb blends.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm work instructions from supervisor and clarify, where required 1.2 Confirm that materials and equipment are available to meet

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	processing requirements 1.3 Identify health and safety and food safety hazards, and inform supervisor 1.4 Wear appropriate personal protective equipment and ensure correct fit 1.5 Confirm equipment is cleaned and not locked out
2. Prepare the blend, sieve and bagging equipment and process for operation	2.1 Fit and adjust machine components and related attachments to meet safety and operating requirements 2.2 Acknowledge product recipe and adjust processing parameters as required 2.3 Load or position materials, ingredients, product and consumables according to operating requirements 2.4 Carry out pre-start checks, adjusting equipment performance according to operator instructions
3. Operate and monitor equipment	3.1 Deliver ingredients to the blender in the required quantities and sequence to meet recipe specifications according to workplace and food safety procedures 3.2 Start, operate and monitor the process to ensure optimal performance 3.3 Monitor the process to confirm that ingredients are blended, sieved and bagged to meet specifications 3.4 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Follow and apply workplace cleaning procedures and environmental requirements
4. Shut down the blend, sieve and bagging process	4.1 Identify the appropriate shutdown procedure, and implement 4.2 Identify and report routine maintenance requirements 4.3 Maintain workplace records in required format

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information using digital and/or paper-based formats
Numeracy	• Read and interpret gauges and scales

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2080 Operate a blending, sieving and bagging process	FBPOPR2017 Operate a blending, sieving and bagging process	Minor change to unit Application Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2080 Operate a blending, sieving and bagging process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a blending, sieving and bagging process to produce at least one batch of bagged products to specification, including:

- monitoring control points and conducting inspections to confirm process remains within specification, including:
  - characteristics of blend
  - flow to sieves
  - sieve/screen condition
  - supply of packaging components/consumables
  - integrity of finished seals (stitching or thermal)
- applying food safety procedures to work practices
- following safe work procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the process, including the method and sequence of ingredient addition required to achieve required blend characteristics
- the purpose of packaging and the properties required of packaging materials used, coding requirements, and related legal requirements, including product weight
- basic operating principles of equipment, including main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- services required, and action to take if services are not available
- the flow of this process and the effect of outputs on downstream processes

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- quality characteristics required of process outputs, including packaging quality and seal integrity as required
- effect of variation in inputs, including ingredient quality/condition, packaging components/consumables and/or services, on process performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems, including sieve or screen damage
- methods used to monitor the process, including monitoring blend characteristics and weights
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the process, and related control measures, including product compatibility, and associated cleaning requirements
- common causes of variation, and corrective action required, including procedures to manage the reprocessing (return to blend) of the first part of the blend to minimise non-conforming output
- health and safety hazards and controls relevant to the blending, sieving and bagging process
- requirements of different shutdowns as appropriate to the process and workplace production/packaging requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for blending, sieving and bagging equipment
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - blending, sieving and bagging equipment and services
  - personal protective equipment
  - materials to be processed, and packaging components/consumables

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  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch specifications, control points and operating parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2081 Measure non-bulk ingredients

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to weigh, measure and label non-bulk ingredients to meet production requirements.

This unit applies to individuals who work under general supervision in a production environment within the food processing industry. It typically applies to the production worker responsible for the dispensing of ingredients in order to support production operations. Ingredients may be highly concentrated materials, including colours, flavours, buffered acids and preservatives.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Receive work instructions and clarify where required

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify health and safety hazards and inform supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Inspect materials to confirm type, quality clearance, and quantities, and identify any obvious contamination or non-compliance
2. Prepare to measure ingredients	2.1 Select measuring and weighing equipment appropriate to measuring requirements, and confirm readiness for use 2.2 Confirm that containers, bags and labels are available according to job specifications 2.3 Carry out pre-start checks according to operator instructions
3. Measure and/or weigh ingredients	3.1 Weigh or measure non-bulk ingredients and additives according to food safety and job specifications 3.2 Label dispensed ingredients according to workplace procedures 3.3 Monitor the accuracy of measuring and dispensing equipment to identify variation in operating conditions 3.4 Rectify and report variations in equipment operation 3.5 Follow and apply workplace cleaning procedures and environmental requirements
4. Complete the measuring process	4.1 Clean measuring equipment according to workplace procedures 4.2 Identify and report unacceptable equipment and utensil condition 4.3 Identify and report maintenance requirements 4.4 Complete records in line with workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures relevant to work task • Interpret measuring requirements • Interpret calibration records

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Skill	Description
Writing	• Record operations using digital and/or paper-based formats
Numeracy	• Measure weight (mg, g, kg) and volume (ml, L) of product • Interpret use by/best before dates

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2081 Measure non-bulk ingredients	FBPOPR2027 Dispense non-bulk ingredients	Unit title updated to better reflect work task Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2081 Measure non-bulk ingredients

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has accurately measured and labelled at least five non-bulk ingredients by weight and/or volume, to meet specification requirements, including:

- conducting pre-start checks on measuring equipment, including:
  - inspecting the condition and cleanliness of equipment and utensils
  - taring scales and carrying out any related procedures to confirm that equipment is accurately calibrated and fit for use
- following safe work procedures, including use of breathing apparatus and fume cabinets
- identifying out-of-specification or unacceptable ingredient condition
- taking corrective action in response to out-of-specification results.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- quality characteristics and related handling requirements of raw materials/ingredients and additives used, including best-by/use-by codes, ingredient compatibility and common allergens used
- storage requirements and shelf-life of ingredients and additives, including ingredients with special storage and handling requirements and including hydroscopic ingredients
- relevant legislative responsibilities and workplace systems for recording and tracing the use of ingredients and additives, and related workplace labelling requirements and purpose
- the relationship between the dispensing process and related operations, including accuracy and tolerance and consequence of error
- purpose, measuring and accuracy capacity of instrumentation, and related equipment calibration responsibilities and procedures
- control points in the dispensing process

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- contamination/cross-contamination and food safety issues associated with dispensing, and related control measures
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- cleaning, care and storage of equipment and instrumentation used for measuring non-bulk ingredients
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the dispensing process, including waste collection and handling procedures related to the process
- recording requirements for traceability.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - measuring instrumentation and equipment
  - personal protective equipment
  - containers, bags, labelling and storage facilities
  - non-bulk raw materials, ingredients and additives to be measured
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production schedules, batch and recipe instructions
  - information on equipment and instrumentation capacity and operating parameters
  - recording requirements
  - cleaning and sanitisation materials and equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR2082 Operate a mixing or blending process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to combine ingredients and additives in the correct quantities and sequence, and to operate and shut down mixing and blending equipment to achieve the required mix characteristics.

This unit applies to individuals who work under general supervision in a processing industry. Mixes may include concentrated pre-mixes or bulk blends. The output of this process may be a product requiring further processing or for external use.

This unit should not be delivered in a qualification with FBPOPR2087 Operate a mixing or blending and cooking process

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet production requirements 1.2 Wear appropriate personal protective clothing and ensure correct fit according to health and safety requirements 1.3 Prepare pre-mixes according to product safety and job requirements 1.4 Identify and confirm equipment is clean and not locked out
2. Prepare the mixing or blending equipment and process for operation	2.1 Fit machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing or operating parameters to meet production requirements 2.3 Perform pre-start checks according to operator instructions
3. Operate and monitor equipment	3.1 Deliver ingredients and additives to the mixer in the required quantities and sequence to meet recipe specifications 3.2 Start, operate and monitor the process to ensure optimal operations 3.3 Monitor the mixing process to confirm that product meets specifications 3.4 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Transfer mix to required production or storage location according to product safety and workplace procedures 3.6 Apply workplace cleaning procedures and environmental requirements
4. Shut down the mixing or blending process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process safely according to operating procedures 4.3 Identify and report maintenance requirements according to safe work procedures 4.4 Maintain workplace records in required format

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats • Accurately label mixes
Numeracy	• Weigh (mg, g, kg) and measure (ml, L) ingredients • Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2082 Operate a mixing or blending process	FBPOPR2028 Operate a mixing or blending process	Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2082 Operate a mixing or blending process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a mixing or blending process to produce at least one blended product to meet specifications, including:

- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- adding/loading materials in correct quantities and sequence, including monitoring automatic ingredient addition and/or manual addition
- applying relevant product safety practices
- following safe work procedures
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of preparing mixes and blends, including the characteristics and basic function of ingredients and additives used, method and sequence of ingredient addition required to achieve required blend characteristics and, where relevant, the purpose of conditioning, maturation or holding stages required prior to further processing of the mix

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- specific gravity and bulk density as appropriate for ingredients used
- basic operating principles of mixing/blending equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
  - awareness of calibration schedules for scales and related weighing/measuring equipment
- services required, and action to take if services are not available
- the flow of the mixing process and the effect of mix preparation on downstream processes
- ingredient-handling requirements and shelf-life or coding
- quality characteristics required of ingredients and additives and their effect on mixing process performance, including methods used to condition or prepare ingredients prior to addition
- methods used to monitor the blending or mixing process, including inspecting, measuring and testing, by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements, including:
  - flow rates
  - ingredient/additive addition sequence
  - times/temperatures and agitator speeds
  - required characteristics of blend, including viscosity, appearance and temperature
- required attributes of the mixed or blended output, including chemical, texture and flavour profiles as required
- the effect of the mixing or blending parameters, including temperature and length of mix time on mixing outcome
- contamination/cross-contamination and relevant product safety risks associated with the process, and related control measures, including product compatibility and cross-contamination risks and associated cleaning requirements, as well as common allergens used in mixes prepared
- operating requirements and parameters, and corrective action required when operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- common causes of variation, and corrective action required
- health and safety hazards and controls relevant to the mixing and blending process
- requirements of different shutdowns as appropriate to the blending or mixing process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities relevant to the mixing and blending process
- procedures and responsibility for reporting production and performance information

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- environmental issues and controls relevant to the mixing or blending process, including waste or rework collection and handling procedures related to the process
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- characteristics of solutions, suspensions and emulsions for the mixing and blending process
- cleaning and sanitisation procedures for mixing or blending equipment
- recording procedures to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - mixing/blending process equipment and related services
  - personal protective clothing
  - ingredients and additives required for the mixing/blending process
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, product safety, quality and environmental requirements, stock flow systems, production schedules, batch/recipe instructions
  - information on equipment capacity and operating parameters
  - production schedule/batch/recipe specifications, control points and processing parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2083 Operate a baking process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down processes used to bake and depan baked products.

This unit applies to individuals who work under general supervision in a food processing production workplace. It typically applies to the production worker responsible for producing baked products that may include pastry, biscuits, cake and other dough-based products that may be fresh or frozen.

This unit does not apply to production of bread. For bread baking, refer to the relevant plant baking and/or retail baking units of competency.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the baking equipment and process for operation	1.1 Confirm materials are available to meet production requirements 1.2 Wear appropriate personal protective clothing and ensure correct fit 1.3 Prepare materials and pans to meet production requirements 1.4 Confirm services are available and ready for operation 1.5 Set the process to meet safety and production requirements 1.6 Conduct pre-start checks according to operator instructions
2. Operate and monitor equipment	2.1 Start, operate and monitor the baking process for variation in operating conditions 2.2 Load product and bake product to specification according to food safety and operating requirements 2.3 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 2.4 Follow and apply workplace cleaning procedures and environmental requirements
3. Shut down the baking process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process safely according to operating procedures 3.3 Identify and report maintenance requirements 3.4 Maintain workplace records in appropriate format

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats

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Skill	Description
Numeracy	• Read and interpret gauges and scales • Monitor and interpret production and process control indicators and data, including temperature (°C), time, speed, moisture

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2083 Operate a baking process	FBPOPR2029 Operate a baking process	Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2083 Operate a baking process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a baking process to bake at least one batch of product to meet specifications, including:

- applying safe work procedures
- following food safety procedures
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of each stage of the baking process, including the stages of the baking process and changes that occur in the product, including starch gelatinisation, the effect of variables (including time, temperature and/or humidity), and oven zones as appropriate to oven type
- basic operating principles of equipment, including:
  - the difference between convection and impingement ovens
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required, and action to take if services are not available
- the flow of the baking process and the effect of outputs on customer satisfaction and downstream processes, including packaging
- quality requirements of materials and the effect of variation on baking process performance
- quality characteristics to be achieved by the baked product

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- process specifications, procedures and operating parameters for different baked pastry products
- operating requirements, parameters and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- methods used to monitor the baking process, including inspecting, measuring and testing, by the process
- inspection or test points (control points) in the baking process and the related procedures and recording requirements, including the ability to conduct dew point and/or wet bulb tests
- contamination/cross-contamination and food safety risks associated with the baking process, and related control measures
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- common causes of variation, and corrective action required
- health and safety hazards and controls, including risks of spontaneous combustion and limitations of protective clothing and equipment used
- requirements of different shutdowns as appropriate to the baking process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities relevant to operating a baking process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the baking process, including waste/rework collection and handling procedures related to the process
- purpose and operating procedures for related processes, including in-line proving and finishing equipment where relevant
- basic operating principles of process control where relevant, including the relationship between control panels and systems and the physical equipment
- routine maintenance procedures for baking equipment
- cleaning and sanitisation procedures for baking equipment
- recording procedures to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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  - personal protective clothing
  - baking and depanning equipment and services, and related equipment
  - product to be baked
  - sampling schedules and test procedures and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - specifications, control points and processing parameters
  - production schedule and recipe/batch instructions
  - documentation and recording requirements and procedures
  - cleaning procedures, materials and equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2084 Apply work procedures to maintain integrity of processed product

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to identify and handle materials to maintain the quality integrity of products.

This unit applies to individuals who work under general supervision in a food processing environment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify materials and specifications for work process	1.1 Identify materials required for work processes 1.2 Identify specifications and tests required to determine suitability of materials for work processes

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Wear personal protective clothing and equipment and ensure correct fit 1.4 Inspect or test materials according to operating procedures 1.5 Conduct work in accordance with workplace environmental guidelines 1.6 Reject and report out-of-specification materials according to operating procedures
2. Handle materials and products safely	2.1 Identify handling requirements for input materials and products of workstation or process according to health, safety and food safety requirements 2.2 Handle materials and product according to health and safety requirements 2.3 Maintain workplace in a clean and tidy order to meet workplace standards and avoid contamination
3. Maintain integrity of product during processing	3.1 Protect materials and products from contamination and exposure to pests 3.2 Follow product changeover procedures to avoid cross-contamination of products 3.3 Identify processes and conditions that are inconsistent with specifications and safety procedures, and take corrective action within level of responsibility 3.4 Restrict and monitor access to work area during processing according to workplace procedures
4. Maintain integrity of product post-processing	4.1 Conduct visual, metal scanning, and other contamination checks prior to packing and dispatch 4.2 Check packing materials for cleanliness and integrity before use 4.3 Seal, pack or dispatch product from work area according to product and process requirements 4.4 Maintain workplace records in the appropriate format
5. Comply with personal hygiene standards	5.1 Follow personal hygiene requirements appropriate to the process, product and workplace 5.2 Use personal protective clothing and equipment appropriate to the process, product and workplace

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret work instructions, procedures and product specifications
Writing	• Record processing data using digital and/or paper-based formats
Oral communication	• Ask questions to clarify understanding or seek further information
Numeracy	• Accurately weigh (mg, g, kg) and measure (ml, L) materials • Read and interpret gauges and scales • Interpret results of tests

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2084 Apply work procedures to maintain integrity of processed product	FBPOPR2032 Apply work procedures to maintain integrity of product	Minor changes to unit title and Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2084 Apply work procedures to maintain integrity of processed product

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has maintained the integrity of products during the processing of at least one batch of food products, including:

- applying safe work procedures
- following food safety procedures to avoid contamination and cross-contamination of product
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- requirements to maintain integrity of materials and finished products, including weight, consistency, sterility where applicable, and conformance to specifications
- contamination/cross-contamination and food safety risks associated with the baking process, and related control measures
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- actions required in the event of events that actually or potentially compromise the integrity of products or materials
- storage and handling requirements for ingredients, materials and product used related to work role
- housekeeping requirements and responsibilities relating to own work, including use and storage of housekeeping/cleaning equipment
- procedures to follow in the event of pest sighting or discovery of infestation

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- health and safety hazards and controls relevant to handling materials to maintain integrity of products, including limitations of personal protective clothing and equipment
- recording procedures to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - materials required for production
  - personal protective equipment
  - food processing equipment and related services
  - sampling and testing equipment
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - sampling schedules and test procedures
  - specifications, control points and processing parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2085 Operate a grinding process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a grinding process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a grinding process and associated equipment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in grinding processing area	1.1 Confirm work instructions and clarify where required 1.2 Confirm materials are available to meet product specification

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify and confirm cleaning requirements and equipment status according to health, safety and food safety requirements 1.4 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the grinding equipment and process for operation	2.1 Fit and adjust machine components and related attachments to meet operating requirements 2.2 Enter processing and operating parameters as required to meet safety and production requirements 2.3 Carry out pre-start checks according to workplace health and safety and operating procedures
3. Operate and monitor equipment	3.1 Start, operate and monitor the grinding process for variation in operating conditions 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping procedures, and dispose of waste according to environmental requirements
4. Shut down the grinding process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role

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Skill	Description
	• Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information using digital and/or paper-based formats
Numeracy	• Read and interpret gauges and scales • Monitor supply and flow of materials to and from the process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2085 Operate a grinding process	FBPOPR2038 Operate a grinding process	Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2085 Operate a grinding process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a grinding process to process at least one batch of grain or product to specification, including:

- applying safe work procedures
- following food safety procedures
- operating feed control panel to transfer and grind product
- monitoring and adjusting the grinding process and equipment operation to achieve required outcomes, including running adjustments to hammer mills and roller mills
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the grinding process, including the characteristics of materials that can be reduced to a suitable form for product, including stock feed
- basic operating principles of equipment used to operate the grinding process, including:
  - main equipment components
  - bulk materials transfer systems and equipment
  - dust collection equipment
  - grinding equipment operating capacities and applications
  - the purpose and location of magnets, sensors and related feedback instrumentation
- services required for the grinding process, and action to take if services are not available
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- the flow of the grinding process and the effect of product output on downstream processes
- quality characteristics and uses of ground product

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- effect of the grinding process on the end product
- effect of raw material characteristics on grinding process performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- good manufacturing practices (GMP) relevant to work task
- typical equipment faults related to the grinding process, and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- techniques used to monitor the production process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the grinding process, and related control measures
- common causes of variation for the grinding process, and corrective action required
- health and safety hazards and controls related to the grinding process, including:
  - the risk of dust explosion
  - an understanding of the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the grinding process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- cleaning and sanitisation procedures required for equipment
- recording procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing
  - grinding equipment and related services
  - product for grinding
  - cleaning materials and equipment
- specifications:

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- work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production schedules, batch/recipe instructions
- production schedule/batch specifications, control points and processing parameters
- information on equipment capacity and operating parameters
- recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2086 Operate a frying process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a frying process.

This unit applies to individuals who work under general supervision and in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a frying process and associated equipment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in frying processing area	1.1 Confirm frying oil and product are available to meet processing requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Confirm equipment is clean and not locked out 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the frying process for operation	2.1 Fit and adjust machine components and related attachments to meet operating requirements 2.2 Enter processing and operating parameters as required to meet safety and production requirements 2.3 Carry out pre-start checks according to health and safety and operating procedures
3. Operate and monitor the frying process	3.1 Start, operate and monitor equipment to ensure optimal performance 3.2 Monitor the process to confirm that food safety and product specifications are met 3.3 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping procedures and environmental requirements
4. Shut down the frying process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task

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Skill	Description
	• Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats
Numeracy	• Read and interpret gauges and scales • Monitor and interpret production and process control indicators and data, including temperature (°C), time, oil levels

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2086 Operate a frying process	FBPOPR2039 Operate a frying process	Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2086 Operate a frying process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a frying process on at least one occasion, including:

- applying safe work procedures
- following food safety procedures
- monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - product throughput/belt speeds
  - oil levels/temperatures
  - operation of oil filtration process
  - visual appearance of product, including breaking open to inspect
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of frying, including optimal frying conditions and the role of oil filtration
- basic operating principles of equipment used in the operation of a frying process, including:
  - main equipment components
  - the configuration of valves, pumps and pipework
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation

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- the flow of the frying process and the effect of product output on downstream processes
- quality characteristics to be achieved by the frying process
- effect of product and oil quality characteristics on the frying process, final product and shelf-life
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- methods used to monitor the frying process, including inspecting, measuring and testing
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the frying process, and related control measures
- common causes of variation related to the frying process, and corrective action required
- health and safety hazards and controls, including the fire suppression system, and procedures to follow if temperatures exceed the specified range
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the frying process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the frying process, including procedures for recycling oil and for disposing of spent oil, and the consequences of incorrect disposal
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures required for frying equipment
- recording procedures to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - in-line frying equipment and related services
  - frying oil suited to product type and product to be fried
  - personal protective clothing
  - cleaning materials and equipment
- specifications:

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- work procedures, including advice on safe work practices, food safety, quality and environmental requirements
- information on equipment capacity and operating parameters
- production schedule/batch specifications, control points and processing parameters
- recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2087 Operate a mixing or blending and cooking process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a mixing or blending and cooking process.

This unit applies to individuals who work under general supervision in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a mixing or blending and cooking process and associated equipment.

This unit should not be delivered in a qualification with FBPOPR2082 Operate a mixing or blending process.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in	1.1 Read or listen to work instructions from supervisor, and clarify

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
mixing/blending and cooking processing area	where required 1.2 Confirm ingredients are available to meet production requirements 1.3 Confirm equipment is clean and not locked out 1.4 Wear appropriate personal protective clothing and ensure correct fit, according to health, safety and food safety requirements
2. Prepare mixing/blending and cooking equipment and process for operation	2.1 Fit machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet food safety and production requirements 2.3 Carry out pre-start checks according to health and safety and operating procedures
3. Operate and monitor equipment	3.1 Introduce ingredients and additives in the required quantities and sequence to meet recipe specifications 3.2 Start, operate and monitor the process for variation in operating conditions 3.3 Monitor the process to confirm that product meets specifications 3.4 Transfer mix to cooking location, as required 3.5 Monitor cooking process to ensure product meets specifications 3.6 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.7 Follow and apply workplace housekeeping procedures and environmental requirements
4. Shut down the mixing/blending and cooking process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats
Numeracy	• Weigh (mg, g, kg) and measure (ml, L) ingredients as required • Monitor and interpret production and process control indicators and data, including temperature (°C)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2087 Operate a mixing or blending and cooking process	FBPOPR2041 Operate a mixing or blending and cooking process	Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2087 Operate a mixing or blending and cooking process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a mixing or blending and cooking process to produce at least one batch of product to specification, including:

- applying food safety practices
- following safe work procedures
- monitoring control points and conducting inspections to confirm process remains within specification, including:
  - time and temperature
  - agitation settings
  - weights
  - flow rates
  - flow diversion
  - characteristics of the mix, including colour, viscosity, density and consistency
  - characteristics of the cooked product
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of preparing mixes and blends, including the characteristics and basic function of ingredients and additives used, method and sequence of ingredient addition required to achieve required blend characteristics and, where relevant, the purpose of conditioning, maturation or holding stages required prior to further processing of the mix
- the flow of the mixing or blending and cooking process, and the effect of product output on downstream processes

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- basic operating principles of equipment used in the mixing/blending and cooking process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
  - calibration schedules for scales and related weighing/measuring equipment
- services required for the mixing/blending and cooking process, and action to take if services are not available
- quality characteristics and conditioning required of ingredients used, and their role in the product, including reconstituting dry ingredients and bringing ingredients to a required temperature
- effect of ingredient quality/condition on the process, including variables, including temperature, viscosity/texture, microbial load and acidity quality
- heat treatment/cooking requirements for low and/or high acid foods as appropriate to production requirements
- stages and changes that occur during the blending and heat treatment/cooking stages
- quality requirements of the cooked product, including chemical, textural and flavour profiles
- relationship between time and temperature in the cooking process
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- common causes of variation in the mixing/blending and cooking process, and corrective action required
- contamination/cross-contamination and food safety issues associated with mixing and blending, and related control measures
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- health and safety hazards and controls relevant to the mixing/blending and cooking process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the mixing/blending and cooking process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment

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- cleaning and sanitisation procedures required for mixing/blending and cooking equipment
- recording procedures to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - mixing/blending and cooking equipment and related services
  - ingredients to be cooked
  - personal protective clothing
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch/recipe specifications, control points and operating parameters
  - recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2088 Operate pumping equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and monitor pumping equipment.

This unit applies to individuals who work under general supervision and in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of pumping and associated equipment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare pumps for operation	1.1 Confirm pumps and related equipment are available to meet operating requirements 1.2 Wear appropriate personal protective clothing and ensure correct

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	fit 1.3 Carry out pre-start checks on pumps and related equipment according to safe work procedures 1.4 Select appropriate settings to meet safety and production requirements 1.5 Monitor and maintain condition of pumps and related equipment, and identify and report maintenance requirements according to workplace reporting requirements
2. Monitor pump operation	2.1 Start and monitor pumps and related equipment to identify variation in operating conditions 2.2 Take corrective action to maintain pump operation within equipment capacity and operating parameters
3. Complete pump operation	3.1 Prepare pumps for cleaning and/or maintenance according to health, safety and food safety requirements 3.2 Conduct work in accordance with workplace environmental guidelines 3.3 Maintain the work area according to workplace procedures 3.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures relevant to job task • Interpret pumping requirements
Writing	• Record operating, routine maintenance and shutdown information using digital and/or paper-based formats
Oral communication	• Report operational and safety information to relevant personnel
Numeracy	• Monitor and interpret pumping control indicators, including amperage, speed and flow rates

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2088 Operate pumping equipment	FBPOPR2045 Operate pumping equipment	Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2088 Operate pumping equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated pumping equipment to effectively transfer at least one batch of product, including:

- applying safe work procedures
- following food safety procedures
- conducting pre-start checks, including:
  - inspecting pump flanges, gaskets and seals to identify any signs of wear
  - checking related valve assemblies to identify any signs of leaks
  - cancelling isolation or lock-outs (where pumps have variable settings that involve selecting appropriate settings and confirming that related pipework is correctly configured for pumping requirements)
- monitoring and adjusting pump operation, including identifying variation in amperage and adjusting pump speeds/flow rates to meet pumping requirements
- addressing routine operational issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic operating principles of pumps and related equipment, including:
  - main pump components
  - status and purpose of guards
  - pump system configuration, including valves, taps and hoses or pipework
- the effect of pumping system design on operating performance, including flow resistance, pressure and head
- operating capacities of pumps used in the work area, including different pump types to perform pumping operations

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- effect of raw material characteristics on pump performance, including variables that include soluble solids, temperature and viscosity
- effect of pump operating parameters on product/materials pumped
- corrective action required where pump operation is outside specified operating parameters
- typical equipment faults and related causes relevant to operating pumping equipment, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
  - services required
- isolation, lock-out and tag-out procedures and responsibilities required for operating pumping equipment
- contamination/cross-contamination and food safety risks associated with pumping, and related control measures
- health and safety hazards and controls relevant to operating pumping equipment
- procedures and responsibility for reporting problems
- environmental issues and controls, including action required in the event of significant leaks or spills
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning procedures required for operating pumping equipment.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - pump, hoses and related equipment and services
  - personal protective clothing
  - product to be pumped
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPOPR2089 Operate a production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a production process.

This unit applies to individuals who work under general supervision and in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a production process and associated equipment.

This unit should only be used where no specific production process unit is available.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in	1.1 Confirm materials are available to meet product specification

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
processing area	1.2 Identify and confirm cleaning requirements and equipment status according to health, safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the equipment and process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Carry out pre-start checks according to safe work procedures
3. Operate and monitor equipment	3.1 Start, operate and monitor equipment to ensure optimal operations 3.2 Monitor the process to confirm that product specifications are met 3.3 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow workplace housekeeping procedures and dispose of waste according to environmental requirements
4. Shut down the process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to safe operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job task • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information using digital and/or paper-based formats

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Skill	Description
Numeracy	• Read and interpret gauges and scales • Monitor and interpret production and process control indicators and data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2089 Operate a production process	FBPOPR2046 Operate a production process	Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2089 Operate a production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a production process on at least one occasion, including:

- applying safe work procedures
- following food safety procedures
- monitoring control points and conducting inspections to confirm process remains within specification
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the production process
- basic operating principles of equipment required to operate the production process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required, and action to take if services are not available
- the flow of this process and the effect of outputs on downstream processes
- quality characteristics to be achieved by the process
- quality requirements of materials, and effect of variation on process performance
- operating requirements, parameters and corrective action required where operation is outside specified operating parameters
- good manufacturing practices (GMP) relevant to work task

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- typical equipment faults of the production process, and related causes, including recognition of signs and symptoms of faulty equipment, and early warning signs of potential problems
- methods used to monitor the production process, including inspecting, measuring and testing by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- common causes of variation for operating a production process, and corrective action required
- health and safety hazards and controls, including limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the production process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the production process, including waste/rework collection and handling procedures
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures required for the production equipment and work area
- recording procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing
  - production equipment and related services
  - materials to be processed
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch specifications, control points and processing parameters

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- recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2090 Operate a freezing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a freezing process.

This unit applies to individuals who work under general supervision and in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a freezing process and associated equipment.

This unit should not be delivered in a qualification with FBPOPR2092 Operate a continuous freezing process.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm products are available to meet freezing requirements 1.2 Confirm equipment is clean and ready for operation according to health, safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the freezing process for operation	2.1 Fit machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Carry out pre-start checks according to safe work procedures
3. Operate and monitor equipment	3.1 Start, operate and monitor equipment to ensure optimal performance 3.2 Monitor the process to confirm that product specifications are met 3.3 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping procedures and environmental requirements
4. Shut down the freezing process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to work health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task

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Skill	Description
	• Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators and data, including temperature (°C) • Read and interpret gauges and scales

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2090 Operate a freezing process	FBPOPR2056 Operate a freezing process	Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2090 Operate a freezing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a freezing process to freeze at least one batch of product to meet specifications, including:

- applying safe work procedures
- following food safety practices
- monitoring control points and conducting inspections to confirm process remains within specification, including:
  - tunnel and product temperatures
  - throughput
  - removal of frozen waste product from equipment
  - visually inspecting product
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of freezing, including the changes that occur to product during freezing
- basic operating principles of equipment used in the operation of a freezing process, including:
  - main equipment components
  - status and purpose of guards
  - basic principles and operation of refrigeration system
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation

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- the flow of the freezing process and the effect of product output on downstream processes
- quality characteristics to be achieved by the freezing process
- effect of raw material characteristics on the freezing process
- operating requirements and parameters of the freezing process, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- contamination/cross-contamination and food safety risks associated with the freezing process, and related control measures
- common causes of variation in the operation of the freezing process, and corrective action required
- health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the freezing process
- procedures and responsibility for reporting production and performance information relevant to the freezing process
- environmental issues and controls relevant to the freezing process, including waste collection and handling procedures
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures required for freezing equipment
- recording procedures to ensure traceability.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing
  - freezing equipment and related services
  - products to be frozen
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - production schedule and batch specifications, control points and processing parameters

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- information on equipment capacity and operating parameters
- recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR2091 Operate a holding and storage process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a holding and storage process for materials such as grain or milk.

This unit applies to individuals who work under general supervision in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a holding and storage process and associated equipment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet operating requirements 1.2 Confirm equipment is clean and maintenance requirements have

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	been met, according to health, safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the holding and storage equipment and process for operation	2.1 Fit machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Carry out pre-start checks according to workplace health and safety and operating procedures
3. Operate and monitor equipment	3.1 Start, operate and monitor the process according to safe work procedures 3.2 Monitor the process to confirm that specifications are met 3.3 Take samples and test product to ensure specifications are met 3.4 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Follow and apply workplace housekeeping procedures and environmental requirements
4. Shut down the holding and storage process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to workplace health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace requirements 4.4 Maintain workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task

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Skill	Description
	• Interpret production requirements
Writing	• Record processing information using digital and/or paper-based format
Numeracy	• Monitor and interpret storage control indicators and data, including time, temperature, weight (kg, T), volume (L, hL) and agitation speed • Read gauges accurately

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2091 Operate a holding and storage process	FBPOPR2058 Operate a holding and storage process	Minor changes to Performance Criteria for clarity Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2091 Operate a holding and storage process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a holding and storage process on at least one occasion, including:

- applying safe work procedures
- following food safety procedures
- monitoring control points and conducting inspections to confirm process remains within specification, including:
  - time/temperature
  - stock rotation or agitation speed
  - equipment condition and performance
- addressing routine holding or storage issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the holding and storage process, including the importance of stock rotation
- basic operating principles of equipment for the holding and storage process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
- the flow of the holding and storage process and the effect of product output on downstream processes
- contamination/cross-contamination and food safety risks associated with the holding and storage process, and related control measures

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- quality characteristics to be achieved by the holding and storage process, including organoleptic characteristics of the product
- effect of raw material characteristics on the holding and storage process
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes related to the storage and holding process, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- techniques used to monitor the holding and storage process, including inspecting, measuring and testing by the process
- common causes of variation for the holding and storage process, and corrective action required
- health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the holding and storage process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities for operating a holding and storage process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste collection and handling procedures
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures required for the holding and storage equipment
- recording requirements to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing
  - holding and storage equipment and related services
  - materials required for a holding/storage process
  - sampling and testing equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - product specifications, control points and processing parameters

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- information on equipment capacity and operating parameters
- sampling schedules and test procedures
- recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR2092 Operate a continuous freezing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a continuous freezing process.

This unit applies to individuals who work under general supervision and in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a continuous freezing process and associated equipment.

This unit should not be delivered in a qualification with FBPOPR2090 Operate a freezing process.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm products are available to meet freezing requirements 1.2 Confirm equipment is clean and ready for operation according to health, safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the freezing equipment and process for operation	2.1 Fit machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Carry out pre-start checks according to safe work procedures
3. Monitor the freezing process	3.1 Start, operate and monitor equipment to ensure optimal performance 3.2 Monitor the process to confirm that product specifications are met 3.3 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping procedures and environmental requirements
4. Shut down the freezing process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to safe work procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task

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Skill	Description
	• Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators and data, including temperature (°C) • Read and interpret gauges and scales

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2092 Operate a continuous freezing process	FBPOPR2059 Operate a continuous freezing process	Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2092 Operate a continuous freezing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a continuous freezing process to freeze at least one batch of product to meet specifications, including:

- applying safe work procedures
- following food safety practices
- monitoring control points and conducting inspections to confirm process remains within specification, including:
  - flow rates
  - churn speed
  - time/temperature
  - ingredient addition systems
  - pressures
  - equipment condition and performance
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the continuous freezing process, including the stages that occur during the churning and freezing process, and the required physical and microstructure of the product
- basic operating principles of equipment required to operate a continuous freezing process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications

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    - purpose and location of sensors and related feedback instrumentation
- services required to operate a continuous freezing process, and action to take if services are not available
- the flow of the freezing process and the effect of outputs on downstream processes
- additives and ingredients used in the continuous freezing process, and their role in the product
- quality characteristics to be achieved by the freezing process
- quality requirements of materials/ingredients, and effect of variation on process performance
- operating requirements and parameters, and corrective action required where operation of the continuous freezing process is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- methods used to monitor the production process, including inspecting, measuring and testing by the process
- inspection or test points (control points) in the continuous freezing process operation and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the continuous freezing process, and related control measures
- common causes of variation in the operation of a continuous freezing process, and corrective action required
- health and safety hazards and controls relevant to the operation of a continuous freezing process, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the continuous freezing process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of a continuous freezing process
- procedures and responsibility for reporting production and performance information of the continuous freezing process
- environmental issues and controls relevant to the continuous freezing process, including waste/rework collection and handling procedures related to the process
- basic operating principles of continuous freezing process control, including the relationship between control panels and systems and the physical equipment
- cleaning procedures required for the continuous freezing equipment
- recording procedures to ensure traceability.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:

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    - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective clothing
    - freezing process and related equipment and services
    - materials/ingredients to be frozen
- specifications:
    - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
    - information on equipment capacity and operating parameters
    - production schedules and batch specifications, control points and processing parameters
    - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2093 Operate an automated cutting process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down an automated cutting process.

This unit applies to individuals who work under general supervision in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of an automated cutting process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm product is available to meet processing requirements 1.2 Identify and confirm cleaning requirements and equipment status

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to health, safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the automated cutting equipment and process for operation	2.1 Fit machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Carry out pre-start checks according to health and safety and operating procedures
3. Operate and monitor equipment	3.1 Start, operate and monitor equipment to ensure optimal operations 3.2 Monitor the process to confirm that product specifications are met 3.3 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping procedures and environmental requirements
4. Shut down the automated cutting process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to safe operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information using digital and/or paper-based formats

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Skill	Description
Numeracy	• Monitor and interpret production and process control indicators and data, measurement of cut

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2093 Operate an automated cutting process	FBPOPR2060 Operate an automated cutting process	Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2093 Operate an automated cutting process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated an automated cutting process to cut at least one batch of product, to meet specifications, including:

- applying safe work procedures
- following food safety procedures
- conducting pre-start checks, including:
  - inspecting equipment condition to identify blade sharpness and other signs of wear
  - selecting appropriate settings and/or related parameters for product
  - cancelling isolation or lock-outs
  - confirming that equipment is clean and correctly configured for cutting process requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place, and operational and running
  - trialling cut to confirm accuracy/positioning where required
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the automated cutting process
- basic operating principles of equipment required to operate an automated cutting process, including:
  - main equipment components
  - status and purpose of guards

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    - equipment operating capacities and applications
    - purpose and location of sensors and related feedback instrumentation
- the flow of the automated cutting process and the effect of outputs on downstream processes
- quality characteristics to be achieved by the automated cutting process, including quality specifications and ability to assess cut quality and determine any required adjustments
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- methods used to monitor the automated cutting process, including inspecting the quality of cuts
- inspection or test points (control points) in the automated cutting process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the automated cutting process, and related control measures
- common causes of variation, and corrective action required when operating an automated cutting process
- health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the automated cutting process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities for an automated cutting process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the automated cutting process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures required for automated cutting equipment
- recording procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective clothing
    - automated cutting equipment and related services
    - product to be cut

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- cleaning procedures, materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch specifications, control points and processing parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR2094 Clean equipment in place

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to prepare process equipment for cleaning in place (CIP) or in-line. It applies to food processing equipment that is fixed in place and cannot be moved to a cleaning station. It requires the operator to initiate, monitor and control variables during cleaning.

This unit applies to individuals who work in food processing facilities performing a defined range of activities, most of which are routine and predictable.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for cleaning	1.1 Receive instructions from supervisor and clarify where required 1.2 Identify health and safety hazards in the workplace and inform

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	supervisor 1.3 Wear appropriate personal protective equipment (PPE) and ensure correct fit 1.4 Confirm that chemical stocks are available to meet cleaning and food safety requirements 1.5 Confirm that services are available and ready for operation 1.6 Plan equipment shut down and take equipment off-line for cleaning 1.7 Configure equipment and related valves and pipework to confirm readiness for cleaning 1.8 Set the plant for the cleaning cycle
2. Operate and monitor the cleaning process	2.1 Carry out the cleaning cycle as directed 2.2 Monitor the cleaning process for completeness 2.3 Record cleaning data in line with workplace guidelines 2.4 Verify that cleaning has been effective 2.5 Identify, rectify and report out-of-specification process and equipment performance
3. Dispose of waste and return plant to operating condition	3.1 Flush cleaning chemicals from plant and dispose of waste in line with organisational and environmental guidelines 3.2 Set up plant to meet operational requirements 3.3 Conduct work according to workplace environmental guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Decant and mix chemicals in the correct proportion • Monitor actions, including temperature gauges and tank levels

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2094 Clean equipment in place	FBPOPR2063 Clean equipment in place	Minor changes to Performance Criteria for clarity Knowledge Evidence added	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2094 Clean equipment in place

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively cleaned food processing equipment that is fixed in place, on a minimum of two occasions, including:

- applying safe work practices and identifying health and safety hazards and controls in the workplace
- applying food safety procedures.
- shutting down equipment and preparing for cleaning
- preparing and using chemicals according to safe work requirements
- cleaning equipment to meet work standards
- monitoring cleaning and reporting or addressing any non-compliances
- flushing equipment and disposing of waste according to environmental guidelines
- completing required documentation

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of cleaning in place (CIP) and cleaning out of place (COP), including the use and functions of caustic and acid solutions, and cleaning sequence and stages as required in the workplace
- difference between cleaning and sanitising, why each are done and when
- cleaning and sanitising requirements, including different levels of cleaning requirements
- purpose and use of cleaning equipment and chemicals used
- cleaning schedules/cleaning matrices for equipment being cleaned
- terminology relating to the chemical solutions used
- safe work procedures, including appropriate signage of cleaning activities, and safe handling and storage of cleaners and sanitisers used

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- health and safety workplace procedures, including purpose and limitations of personal protective equipment
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- characteristics of cleaning and sanitising chemicals used, including basic composition as well as compatibility of chemicals with types of equipment
- methods used to render equipment safe to clean, including the status and purpose of equipment guards, relevant lock-out/tag-out and isolation procedures
- equipment settings required for cleaning and operating
- basic operating principles of process control where relevant, including the relationship between control panels and systems and the physical equipment
- inspection points for cleaning and sanitising
- methods to verify that cleaning has been effective, including adenosine triphosphate (ATP) or protein swabbing
- consequences of contamination of process flows by cleaning solutions, and related safeguards
- types of waste generated by both the production and the cleaning process and related collection, treatment and disposal requirements
- environmental consequences of incorrect cleaning waste disposal procedures
- requirements to liaise with/advise related work areas
- reporting and recording systems.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food or beverage processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - equipment to be cleaned, and related CIP system
  - chemicals and/or automated chemical addition system
- specifications:
  - workplace standard operating procedures and task-related documents.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPOPR2095 Clean and sanitise equipment

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to clean, sanitise and carry out related procedures for food processing production equipment.

This unit applies to individuals who are primarily responsible for cleaning or where a more detailed knowledge of cleaning and sanitisation processes is required in order to carry out cleaning responsibilities. This unit applies to both wet and dry cleaning methods.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for cleaning	1.1 Receive instructions from supervisor and clarify where required 1.2 Identify health and safety hazards in the workplace and inform supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Wear appropriate personal protective equipment (PPE) and ensure correct fit 1.4 Confirm that cleaning and sanitising agents and services are available and ready for use 1.5 Prepare chemicals and products in line with safety guidelines 1.6 Clear equipment of product and packaging consumables in preparation for cleaning 1.7 Render equipment safe to clean 1.8 Liaise with other work areas about timing of cleaning
2. Clean and sanitise equipment to meet workplace requirements	2.1 Clean and sanitise equipment according to safe work procedures 2.2 Inspect equipment to confirm operating condition and cleanliness 2.3 Verify that cleaning has been effective 2.4 Identify, rectify and report unacceptable equipment condition 2.5 Store cleaning equipment and chemicals 2.6 Dispose of waste from cleaning process in line with environmental guidelines 2.7 Restore equipment to operating order 2.8 Complete documentation according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Ask questions to clarify understanding or seek further information
Numeracy	• Decant and mix chemicals in the correct proportion • Monitor actions, including temperature gauges and tank levels

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2095 Clean and sanitise equipment	FBPOPR2064 Clean and sanitise equipment	Minor changes to Performance Criteria for clarity Knowledge Evidence added	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2095 Clean and sanitise equipment

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively cleaned and sanitised a minimum of two different items of equipment, including:

- applying safe work practices and identifying health and safety hazards and controls in the workplace
- applying food safety procedures.
- preparing equipment for cleaning
- preparing and using chemicals according to safe work requirements
- cleaning and sanitising equipment to meet work standards
- monitoring cleaning, and reporting or addressing any non-compliances
- disposing of waste according to environmental guidelines
- completing required documentation

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the purpose of cleaning and sanitisation, and importance in maintaining food safety
- the difference between cleaning and sanitisation, when each is used and why
- the difference between wet and dry cleaning
- functions of cleaners, sanitisers and related equipment
- safe work procedures, including appropriate signage of cleaning activities, safe handling and storage of cleaners and sanitisers used, and safety when using cleaning methods
- health and safety requirements in the workplace, including purpose and limitations of personal protective equipment (PPE)
- cleaning and sanitisation requirements relating to work responsibilities, including the need for different levels of cleaning

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- different products and PPE used for different equipment
- impact that cleaning and sanitising products have on food
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- procedures for preparing cleaners and sanitisers as required
- cleaning methods to be followed relating to workplace procedures
- other work areas/operators who need to be consulted/advised on timing of cleaning
- methods used to render equipment safe to clean, including understanding the status and purpose of equipment guards, relevant lock-out/tag-out and isolation procedures and related equipment settings for both cleaning and operating as required
- procedures for cleaning and sanitising
- types of waste generated by the cleaning process, and related collection, treatment and disposal requirements
- potential environmental impact of incorrect waste handling
- inspection, cleaning and storage requirements of cleaning equipment used
- inspection points and methods for confirming the effectiveness of cleaning and sanitisation, including visual inspection and, where required, recording of cleaning conducted
- inspection requirements to confirm equipment condition, including acceptable equipment condition, ability to identify faulty or unacceptable equipment, and take required corrective action
- methods to verify that cleaning has been effective, including adenosine triphosphate (ATP) or protein swabbing
- recording requirements and responsibilities.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - cleaning and sanitising equipment according to workplace requirements
  - cleaning equipment and chemicals
  - PPE
- specifications:
  - workplace standard operating procedures and task-related documents.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPOPR2096 Follow procedures to maintain good manufacturing practice in food processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to comply with relevant good manufacturing practice (GMP) requirements and workplace quality standards in a food or beverage processing facility.

The unit applies to individuals who follow GMP requirements to undertake routine food processing work, under supervision.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify requirements of GMP related to own	1.1 Locate sources of information on GMP requirements in the workplace

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
work	1.2 Identify GMP requirements for food processing work 1.3 Confirm specific GMP requirements for own work
2. Prepare for work	2.1 Ensure personal hygiene meets GMP requirements 2.2 Prepare, use, store and dispose of personal protective equipment and contamination prevention clothing according to GMP requirements and workplace procedures 2.3 Comply with area entry and exit procedures when moving around the workplace
3. Follow GMP requirements when carrying out work activities	3.1 Routinely monitor work area, materials and equipment to ensure compliance with GMP requirements 3.2 Handle raw materials, product and packaging components according to GMP requirements and workplace procedures 3.3 Identify contamination and follow appropriate control measures relating to work responsibilities and GMP requirements 3.4 Identify processes, practices or conditions that are inconsistent with GMP requirements, and report according to workplace procedures 3.5 Maintain workplace cleanliness and tidiness to meet GMP requirements 3.6 Conduct work according to food safety and environmental procedures 3.7 Complete documentation according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Identify and comprehend information about GMP requirements
Writing	Record workplace information using digital and/or paper-based formats

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2096 Follow procedures to maintain good manufacturing practice in food processing	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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Assessment Requirements for FBPOPR2096 Follow procedures to maintain good manufacturing practice in food processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has followed work procedures to maintain good manufacturing practice (GMP) in food processing work, and demonstrated each of the following points at least once:

- locating and following workplace information relating to GMP responsibilities
- maintaining good personal hygiene consistent with GMP requirements, including at least:
  - making team leader or supervisor aware of reportable illness
  - appropriate wearing of jewellery and makeup
- using appropriate work methods and personal protective clothing and equipment to prevent contamination and cross-contamination of raw materials and ingredients
- using and storing personal clothing and footwear consistent with GMP requirements and workplace procedures
- following workplace procedures when moving around the workplace to maintain GMP
- following GMP requirements when carrying out work functions
- identifying and responding to performance that fails to meet GMP requirements, including:
  - making adjustments
  - reporting to relevant personnel
- appropriately handling and disposing of materials that are contaminated or non-conforming
- identifying and reporting a situation that could compromise GMP requirements
- maintaining work area in a clean and tidy state
- following workplace procedures for traceability.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- sources of advice on GMP requirements in relation to own work
- regulatory frameworks relevant to food processing:
  - Food Standards Code, relevant to work role and products
  - state and territory Food Acts and their associated regulations
  - hazard analysis and critical control point (HACCP) principles for the workplace
- the role of GMP in preventing contamination, cross-contamination and potential implications of non-compliance
- the relationship between GMP and the quality system, including:
  - personnel responsible for designing and managing GMP
  - personal role to maintain GMP
  - the role of internal and external auditors
- personal protective clothing and equipment requirements, including rules around removal of clothing when moving between areas of different risk
- personal protective clothing and footwear use, condition, storage and disposal requirements
- storage and handling requirements for raw materials, product and packaging components relevant to work role
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- control methods and procedures used in the work area to maintain GMP, including:
  - the purpose of control
  - the consequences of lack of control
  - control monitoring
- performance that is unacceptable or fails to meet specifications
- actions required in response to non-conformance
- workplace environmental procedures
- workplace procedures for reporting and recording information.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food or beverage processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment

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  - cleaning products
  - food processing equipment
- specifications:
  - GMP information relating to the workplace
  - reporting and monitoring systems
  - workplace instructions and procedures
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR2097 Operate a depositing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a depositing process, to deposit products such as chocolate, dough or toppings into tins, onto belts or directly onto product, where a further processing outcome is usually required.

This unit applies to individuals who work under general supervision in a food processing production environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a depositing process and associated equipment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in	1.1 Receive work instructions and clarify where required

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
depositing processing area	1.2 Confirm materials are available to meet product specification 1.3 Identify and confirm cleaning and maintenance requirements and status according to health, safety and food safety requirements 1.4 Wear appropriate personal protective equipment and clothing and ensure correct fit
2. Prepare the depositing equipment and process for operation	2.1 Fit machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Carry out pre-start checks according to safe work procedures 2.4 Check equipment performance and adjust according to production requirements 2.5 Transfer materials to depositing equipment according to workplace procedures
3. Operate and monitor equipment	3.1 Start, operate and monitor the depositing process according to operating instructions and safety procedures 3.2 Monitor depositing equipment to identify variation in operating conditions 3.3 Adjust equipment operations to ensure product meets specification 3.4 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the depositing process	4.1 Identify the appropriate shutdown procedure 4.2 Shut the process down according to health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret key information in recipes, equipment operational instructions and workplace procedures
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Read and interpret equipment gauges and scales • Apply basic calculations to quantities in recipes for production volume and equipment • Measure parameters for deposited product (size, dimensions, weight, shape)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2097 Operate a depositing process	FBPOPR2033 Operate a depositing process	Minor changes to Performance Criteria for clarity Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2097 Operate a depositing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a depositing process to deposit at least one batch of product to meet specifications, including:

- applying food safety procedures to work practices
- following safe work procedures
- monitoring control points and conducting inspections to confirm the process remains within specification, including:
  - maintaining supply of materials for depositing
  - controlling weights
  - checking dimensions and positioning of deposited material
  - visually inspecting to identify faults, including unacceptable placement
  - checking pump stroke settings
  - checking line speed
- addressing routine processing issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the depositing process, including product preparation and conditioning requirements and product depositing
- basic operating principles of equipment used in the depositing process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation

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  - services required and action to take if services are not available
- the flow of the depositing process and the effect of outputs on downstream processes
- quality requirements of materials for depositing, and the effect of variation on depositing process performance and outputs
- quality characteristics required of outputs from the depositing process
- operating requirements and parameters of the depositing process, and corrective action required where operation is outside specified operating parameters
- scope to adjust for weight variation within workplace quality parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the depositing process, including inspecting, measuring and testing by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the depositing process, and related control measures
- common causes of variation in the operation of the depositing process, and corrective action required
- health and safety hazards and controls relevant to the operation of the depositing process
- requirements of different shutdowns as appropriate to the depositing process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the depositing process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the depositing process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitising procedures required for depositing equipment
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - depositing equipment and related services
  - product to be deposited

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  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - recipe/batch specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR3007 Operate a bulk liquid transfer process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to receive and load out bulk liquid product or raw materials.

This unit applies to individuals transferring bulk liquid product and materials from tankers and between storage and production storage facilities.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for bulk materials transfer work	1.1 Confirm work instructions and clarify where required 1.2 Identify health, safety and food safety hazards for the bulk liquid transfer process and inform supervisor 1.3 Wear appropriate personal protective equipment and ensure

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	correct fit 1.4 Identify tank locations, and product and materials holdings and capacities 1.5 Confirm actual-to-recorded holding levels
2. Prepare bulk liquid transfer equipment and process for operation	2.1 Inspect condition of tank and related equipment, and identify and report maintenance requirements 2.2 Select transfer equipment settings and operating parameters to meet safety and transfer requirements 2.3 Carry out checks and tests, and follow other materials and product clearance procedures prior to transfer 2.4 Establish the priorities for materials transfer to match intakes and transfers to storage capacity and production requirements
3. Transfer bulk liquid materials	3.1 Start and operate the transfer process according to work health and safety and operating requirements 3.2 Monitor the transfer process to confirm correct location selection, quantities and equipment settings 3.3 Transfer bulk liquid materials and product to the required location or storage facility 3.4 Maintain a clean and tidy workplace according to health, safety and food safety procedures 3.5 Maintain workplace records in required format 3.6 Conduct work according to workplace environmental guidelines
4. Complete transfer operations	4.1 Position valves and related equipment settings to complete transfer operation 4.2 Purge product and materials from lines according to workplace procedures 4.3 Clean and prepare equipment for further transfer 4.4 Record information on the transfer operation in required format 4.5 Identify and report maintenance activities according to workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Plan and sequence steps in transfer process
Reading	• Identify product and other transfer requirements from order forms • Read system information from control screens • Interpret workplace procedures
Writing	• Record data and observations using digital and/or paper-based format
Numeracy	• Interpret system process control data, capacities, quantities and product levels (L, hL)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3007 Operate a bulk liquid transfer process	FBPOPR2008 Operate a bulk liquid transfer process	Unit code updated to better match complexity of work task Minor changes to Performance Criteria for clarity Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR3007 Operate a bulk liquid transfer process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has received and loaded out at least one bulk liquid product or raw material, including:

- applying safe work procedures
- following food safety procedures
- inspecting equipment for signs of wear, including visual inspections to detect leaks, listening for unusual noises and/or vibrations in pumps, and checking gauges and meters
- using workplace records and systems to confirm tank holdings and capacities and determining appropriate source/destination holding facilities, including verifying by physically inspecting storage facilities and checking materials/product compatibility
- preparing equipment for materials transfer, including confirming that equipment is clean, lines are purged, isolation or lock-outs are cancelled as required, any scheduled maintenance has been completed, and safety guards/equipment are correctly positioned
- operating and monitoring transfer process to confirm that correct quantities are transferred at the required times, to the required locations, including monitoring pump loads and flow rates, and filter/strainer condition
- completing transfer operations, including purging lines and selecting appropriate equipment/system settings
- taking corrective action to address transfer issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- bulk liquid materials storage facilities layout and related management systems
- basic operating principles of the system and equipment used, including the features of the bulk liquid handling system
- good manufacturing practices (GMP) relevant to work task

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- equipment used, including sensors, valves, pumps, pipework and other related equipment that controls the flow and transfer of bulk liquid materials, equipment operating capacity and the status and purpose of guards
- planning and scheduling systems and responsibilities to prioritise materials transfer processes, including characteristics of materials received and related storage requirements, production requirements and storage capacities
- signs and symptoms of faulty equipment, and early warning signs of potential problems
- operating parameters, and corrective action required where operation is outside specified operating parameters
- health and safety hazards and controls, including emergency procedures to respond to hazardous situations
- product inspection procedures within level of responsibility
- clearance procedures, including relevant test methods and action required if results are not within specification or clearance is not provided
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- isolation, lock-out and tag-out procedures and responsibilities
- environmental issues associated with bulk liquid materials transfer, including consequences of spills, and appropriate control/containment procedures
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- workplace cleaning and sanitisation procedures required for the bulk liquid transfer process
- recording requirements and procedures for the bulk liquid transfer process
- recording requirements to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - bulk transfer system, equipment and services
  - bulk materials (liquid)
  - receival schedules and sequencing systems
  - sampling equipment as required
  - documentation and recording requirements and procedures
  - cleaning materials and equipment
- specifications:
  - work roles and responsibilities

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- work procedures, including advice on safe work practices, food safety, quality and environmental requirements
- sampling schedules and test procedures
- storage capacities and bulk receival equipment capacity and operating parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR3008 Load and unload tankers

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to prepare, load and unload transport tankers with bulk product, and maintain records of product.

This unit applies to individuals who have responsibility for loading and unloading tankers and who resolve routine problems with that process.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare transport tankers for loading	1.1 Confirm work instructions and clarify where required 1.2 Identify health, safety and food safety hazards, and confirm controls are in place 1.3 Wear appropriate personal protective equipment and clothing

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Check the loading schedule to confirm loading requirements 1.5 Confirm that transfer equipment is in operational condition 1.6 Select transfer equipment settings and operating parameters to meet safety and loading requirements 1.7 Locate bulk materials to confirm type, quantity available and clearance for loading 1.8 Confirm priorities for loading to meet delivery requirements
2. Check product for loading	2.1 Check that receival record confirms product type and quantities 2.2 Clear product for loading according to workplace procedures and safety requirements 2.3 Identify bulk storage locations, holdings and capacities 2.4 Confirm actual-to-recorded holding levels 2.5 Confirm transfer equipment is in operational condition 2.6 Confirm priorities for loading to meet delivery requirements
3. Operate and monitor the tanker loading and unloading process	3.1 Start and operate the tanker loading process according to safe work procedures 3.2 Monitor equipment to confirm load transfer to tanker in correct quantities 3.3 Monitor equipment to ensure optimal operations 3.4 Take samples of product for testing 3.5 Select equipment settings to complete loading operation 3.6 Purge in-flight product from lines 3.7 Clean equipment and prepare for further loading according to safe work and quality standards 3.8 Record information on the loading operation according to workplace procedures
4. Unload product and complete housekeeping	4.1 Start and operate the tanker unloading process according to safe work procedures 4.2 Select equipment settings to complete unloading operation 4.3 Purge in-flight product from lines 4.4 Clean and shut down equipment and prepare for further work in line with workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.5 Ensure waste is disposed of in line with environmental requirements 4.6 Record information on the unloading operation according to workplace procedures 4.7 Identify and report maintenance requirements according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Resolve routine problems with pumping equipment
Reading	• Interpret information relevant to product and loading requirements
Writing	• Record data and observations using digital and/or paper-based formats
Numeracy	• Interpret capacities (m3), quantities (mL, L, hL), temperature (°C)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3008 Load and unload tankers	FBPOPR2009 Load and unload tankers	Unit code updated to better match complexity of work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		clarified Minor changes to Knowledge Evidence and Assessment Conditions	

Links

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Assessment Requirements for FBPOPR3008 Load and unload tankers

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has loaded and unloaded at least one load of product into and out of a tanker, including:

- applying safe work practices
- applying quality standards to work practices
- completing records accurately.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- bulk storage facility layout and related management systems
- basic operating principles of the system and equipment used, including the features of the tanker loading/unloading and materials transfer systems
- equipment that controls the flow and transfer of bulk materials, equipment operating capacity and the status and purpose of guards
- tanker types and capacities
- planning and scheduling systems and responsibilities to prioritise loading and unloading processes, including the characteristics of materials received, and related storage requirements, production requirements and storage capacities
- signs and symptoms of faulty equipment and early warning signs of potential problems, including leaks, unusual noises and/or vibrations in pumps
- operating parameters, and corrective action required where operation is outside specified operating parameters
- product inspection and procedures within level of responsibility
- steps in preparing transfer equipment for use, including confirming that equipment is clean, lines are purged, isolation or lock-outs are cancelled as required, and any scheduled maintenance has been completed

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- steps in confirming that tankers are in suitable condition for loading, including checking cleaning records and confirming that any scheduled maintenance has been carried out
- steps in confirming that correct quantities are transferred at the required times, to the required locations, including monitoring pump loads, flow rates and filter/strainer condition
- clearance procedures, including relevant test methods, and action required if results are not within specification or clearance is not provided
- health and safety hazards and controls, including emergency procedures to respond to hazardous situations
- contamination risks and controls, including cross-contamination risks, product compatibility and storage requirements
- awareness of common microbiological, physical, chemical and allergen hazards related to the foods and/or products handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- when and how to use emergency stop functions on equipment
- isolation, lock-out and tag-out procedures and responsibilities
- environmental issues associated with bulk liquid materials transfer, including consequences of spills and appropriate control/containment procedures
- recording requirements and procedures, including related receivals and dispatch documentation
- cleaning procedures for loading and unloading equipment and tanker
- procedures to record traceability of product and ingredients.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - loading/unloading schedules and related receivals and/or dispatch documentation
  - tankers, storage facilities and materials transfer equipment
  - product for loading/unloading
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, quality and environmental requirements
  - information about equipment/tanker capacity and operating parameters
  - loading/unloading information recording system and procedures.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR3009 Participate in sensory analyses

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to participate in sensory analyses of food products and ingredients.

This unit applies to individuals who work in the food processing industry within a team. It covers analyses of food product or ingredients using taste, texture, appearance and smell.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to conduct sensory analysis	1.1 Interpret work instructions from supervisor and clarify where required 1.2 Identify health and safety hazards and ensure controls are in place 1.3 Wear appropriate personal protective clothing and equipment and ensure correct fit

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Ensure that personal conduct and the test environment are appropriate to conducting sensory analysis 1.5 Recognise any personal sensory blind spots
2. Conduct sensory analysis	2.1 Ensure that samples are available for analysis 2.2 Use the correct method and criteria for sampling according to workplace procedures and requirements 2.3 Analyse samples using analysis criteria 2.4 Identify and report defects or abnormalities in sample 2.5 Record results according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures (SOPs), specifications and sampling plans
Writing	• Complete sampling records using electronic, digital and/or paper-based formats
Oral communication	• Use industry terminology to describe sensory properties of samples

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3009 Participate in sensory analyses	FBPOPR2014 Participate in sensory analyses	Unit code updated to better match complexity of work task Minor changes to Performance Criteria to	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	

Links

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Assessment Requirements for FBPOPR3009 Participate in sensory analyses

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has participated in sensory analyses of food and/or beverage products and ingredients to analyse at least three different products, including:

- describing the products using appropriate industry terminology, against set criteria
- identifying product faults
- declaring any personal blind spots.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls, including the purpose and limitations of personal protective equipment (PPE) and clothing
- principles of sensory analysis, including attributes that can be detected by taste and smell, how these different tastes are detected, and an understanding of attributes detected by mouth feel and appearance
- sensory analysis system and procedures
- specific criteria used to evaluate material/product samples, and the associated descriptions
- sample preparation requirements, including the effect of sample temperature on sensory analysis
- the effect of personal conduct on analytical ability, including stimuli and conditions that can dull sensitivity
- requirements of the environment appropriate to conducting sensory analyses
- the components of material/product sampled that contribute to flavour, aroma, appearance and texture
- the likely causes of variation in results, including typical variation that can occur in the material/product, and how these occur, as well as how the method of analysis, the environment and the state of individual participants can affect the outcome

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- procedures and responsibility for recording and reporting sensory analysis information.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - recording and reporting media
  - products or ingredients to be sampled
- specifications:
  - work instruction, sensory analysis criteria.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR3010 Operate and monitor a filtration process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a filtration process to filter products such as juice, milk and edible oils. The unit includes the use of membrane and other filter systems.

This unit applies to individuals who work in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a filtration process and associated equipment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet product specification 1.2 Confirm cleaning and maintenance requirements and status

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to health, safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the filtration equipment and process for operation	2.1 Fit machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Carry out pre-start checks according to safe work procedures
3. Operate and monitor equipment	3.1 Start, operate and monitor the process according to safe work procedures 3.2 Monitor the process to confirm that solids are separated from liquid, and specifications are met 3.3 Take samples and test to ensure product meets specifications 3.4 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Follow and apply workplace housekeeping and environmental requirements
4. Shut down the filtration process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to safe work procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret product specification and standard operating procedures relevant to job task • Interpret production requirements

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Skill	Description
Writing	• Record processing information using digital and/or paper-based format
Numeracy	• Monitor and interpret production and process control indicators and data • Read gauges accurately

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3010 Operate and monitor a filtration process	FBPOPR2037 Operate a filtration process	Unit merged with FBPOPR2057 Operate a membrane process Unit code and title updated to match complexity of task Minor changes to Performance Criteria for clarity Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Not equivalent
FBPOPR3010 Operate and monitor a filtration process	FBPOPR2057 Operate a membrane process	Unit merged with FBPOPR2037 Operate a filtration process	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR3010 Operate and monitor a filtration process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a filtration process to filter at least one batch of product to meet product specifications, including:

- applying safe work procedures
- following food safety procedures
- conducting pre-start checks, including:
  - inspecting equipment/filter condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that equipment, including pumps, valves and pipework, is clean and correctly configured for the filtration requirements
  - confirming sensors and controls are correctly positioned
  - confirming all safety guards are in place and operational
- starting, operating, monitoring and adjusting membrane processing equipment to achieve required outcomes, including monitoring control points and conducting inspections to confirm process remains within specification, including monitoring:
  - temperatures
  - flow rates
  - total solids
  - pressure/vacuum
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- purpose and basic principles of filtration or membrane processing, including:
  - particle size of component of product
  - methods used to achieve the outcome
- basic operating principles of filtration processing equipment, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
  - material composition of membranes and filters used in the workplace, and related operating, cleaning and storage requirements
- the flow of the filtration process, including the different processing streams and the effect of the filtration outputs on downstream processes
- good manufacturing practices (GMP) relevant to work task
- quality characteristics required of the filtration processing outputs
- the effect of variation in raw material characteristics on filtration performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters, including the effect of variation in processing parameters, including temperature, pressure, total solids and flow rates on filtration performance
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- techniques used to monitor filtration, including inspecting filters or membranes, measuring and testing by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- common causes of variation, and corrective action required when operating a membrane process
- health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to filtration and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage and shutdown
- cleaning and sanitisation requirements required for filtration equipment and filters/membranes
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to filtration, including waste collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- recording requirements to ensure traceability of product.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - filtration equipment and related services
  - product to be filtered
  - cleaning and sanitisation materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule and batch specifications, control points and processing parameters
  - recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR3011 Operate and monitor a heat treatment process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a heat treatment process.

This unit applies to individuals who work in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a heat treatment process and associated equipment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in heat treatment processing area	1.1 Confirm product is available to meet processing requirements 1.2 Identify and confirm equipment has been cleaned according to health, safety and food safety requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify safety requirements and wear appropriate personal protective clothing and equipment and ensure correct fit
2. Prepare the heat treatment process for operation	2.1 Fit and adjust machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Carry out pre-start checks according to workplace requirements
3. Operate and monitor equipment	3.1 Start up and operate the heat treatment process according to standard operating procedures 3.2 Monitor heat treatment equipment to ensure optimal operations 3.3 Identify, rectify and/or report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping, environmental and waste disposal procedures
4. Shut down the heat treatment process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to safe work procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures for the heat treatment process • Interpret heat treatment requirements
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators

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Skill	Description
	and data, including time, temperature (°C), flow rates, pressure • Monitor supply and flow of materials to and from the process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3011 Operate and monitor a heat treatment process	FBPOPR2040 Operate a heat treatment process	Unit code and title updated to match complexity of task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR3011 Operate and monitor a heat treatment process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a heat treatment process to treat at least one batch of product to specification, including:

- following safe work procedures
- monitoring control points and conducting inspections to confirm process remains within specification, including:
  - time and temperature
  - pressure
  - flow rates
  - flow diversion
- taking corrective action in response to out-of-specification results.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of heat treatment, including the effect of heat treatment on product and on microbiological characteristics
- the relationship between time, temperature and pressure in the heat treatment process, including associated holding and cooling profiles according to product requirements
- basic operating principles of equipment used in the heat treatment process, including:
  - main equipment components
  - types and characteristics of heating mediums used
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation

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- the flow of the heat treatment process and the effect of product output on downstream processes
- quality characteristics required of the heat-treated product
- effect of raw material characteristics on the heat treatment process, including variation in viscosity/texture, microbial load and acidity
- heat treatment requirements for food to be treated, including low and/or high acid foods
- operating requirements and parameters for the heat treatment process, and corrective action required where operation is outside specified operating parameters
- typical equipment faults for the heat treatment process, and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the heat treatment process, including inspecting, measuring and testing by the process
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- common causes of variation in the operation of the heat treatment process, and corrective action required
- health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the heat treatment process
- procedures and responsibility for reporting production and performance information
- cleaning and sanitisation procedures required for heat treatment process, including purpose, water flow
- environmental issues and controls relevant to the heat treatment process, including waste/rework collection and handling procedures related to the process
- operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food or beverage processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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  - personal protective clothing and equipment
  - heat treatment process and related equipment and services
  - product to be heat treated
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch specifications, control points and processing parameters
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR3012 Operate and monitor a drying process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a drying process.

This unit applies to individuals who work in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a drying process and associated equipment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the drying process for operation	1.1 Confirm materials are available to meet processing requirements 1.2 Identify and confirm cleaning and maintenance requirements and status according to health, safety and food safety requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Enter processing and operating parameters as required to meet safety and production requirements 1.4 Carry out pre-start checks according to workplace health and safety and operating procedures
2. Operate and monitor the equipment	2.1 Start, operate and monitor the process for variation in operating conditions 2.2 Monitor the process to confirm that specifications are met 2.3 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 2.4 Follow and apply workplace housekeeping and environmental procedures
3. Shut down the drying process	3.1 Identify the appropriate shutdown procedure 3.2 Shut down the process according to safe work procedures 3.3 Identify and report maintenance requirements according to workplace procedures 3.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators and data, including temperature (°C), weight (g, kg), time, speed, pressure, moisture • Monitor supply and flow of materials to and from the process

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3012 Operate and monitor a drying process	FBPOPR2042 Operate a drying process	Unit code and title updated to match complexity of task Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR3012 Operate and monitor a drying process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a drying process to dry at least one batch of food product to specification, including:

- applying safe work procedures
- conducting pre-start checks, including:
  - inspecting equipment condition, including checking belts, chains, screens, seals and valves, and filters, to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - temperatures
  - moisture content
  - air flow
  - throughput
  - time/speed
  - pressure/vacuum
  - product characteristics
- taking corrective action in response to typical faults and inconsistencies.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the purpose and basic principles of the drying process, including the stages that occur during the drying process and the effect on product structure of each stage
- basic operating principles of equipment used in the drying process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- services required to operate the drying process, and action to take if services are not available
- quality characteristics to be achieved by the drying process
- materials preparation requirements, and the effect of variation on the process
- the flow of the drying process and the effect of outputs on downstream processes
- operating requirements and parameters of the drying process, and corrective action required where operation is outside specified operating parameters
- typical equipment faults related to the operation of the drying process, and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- methods used to monitor the drying process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- good manufacturing practices (GMP) relevant to work task
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- common causes of variation, including air temperature, air velocity, humidity and pressure, and corrective actions required if these are out-of-specification
- health and safety hazards and controls, including limitations of protective clothing and equipment relevant to the operation of the drying process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the drying process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the drying process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures required for drying equipmen

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- recording procedures to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food or beverage processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - drying equipment and related services
  - product to be dried
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule, batch specifications, control points and processing parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR3013 Operate and monitor an homogenising process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a homogenising process.

This unit applies to individuals who work in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a homogenising process and associated equipment.

All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety, environmental, and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet processing requirements 1.2 Identify and confirm cleaning and maintenance requirements and status according to health and safety and food safety requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Wear appropriate personal protective clothing and equipment and ensure correct fit
2. Prepare homogenising process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters as required to meet safety and production requirements 2.3 Carry out pre-start checks according to workplace health and safety and operating procedures
3. Operate and monitor equipment	3.1 Start, operate and monitor the process to ensure optimal operations 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping and environmental procedures
4. Shut down homogenising equipment	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to health and safety and operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information using digital and/or paper-based formats

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Skill	Description
Numeracy	• Read and interpret gauges and scales • Monitor and interpret production and process control indicators and data, including temperature (°C), pressure, volume (mL, L)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3013 Operate and monitor an homogenising process	FBPOPR2043 Operate an homogenising process	Unit code and title updated to better match complexity of task Minor change to unit Application Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR3013 Operate and monitor an homogenising process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a homogenising process to homogenise at least one batch of food to specification, including:

- conducting pre-start checks, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs as required
  - confirming that equipment is clean and correctly configured for processing requirements
  - positioning sensors and controls correctly
  - ensuring any scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
- monitoring control points and conducting inspections as required to confirm the homogenising process remains within specification, including:
  - temperature
  - pressure
  - throughput
- taking corrective action in response to out-of-specification results.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of homogenising
- basic operating principles of equipment used in the operation of a homogenising process, including:

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  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- effect of raw materials on homogenisation process outcomes, including variables, including solids (brix), acidity, temperature, consistency and colour
- quality requirements to be achieved by the homogenisation process
- the flow of the homogenising process and the effect of product output on downstream processes
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults related to the homogenising process, and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- techniques used to monitor the homogenising process, including inspecting, measuring and testing
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the process, and the related procedures and recording requirements
- common causes of variation in the operation of the homogenising process, and corrective action required
- health and safety hazards and controls relevant to the operation of the homogenising process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the homogenising process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the homogenising process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures required for homogenising equipment
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions

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- resources, equipment and materials:
  - personal protective clothing and equipment
  - homogenisation equipment and related services
  - product to be homogenised
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch specifications, control points and processing parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR3014 Operate and monitor a retort process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a retort process.

This unit applies to individuals who work under general supervision in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a retort process and associated equipment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm products are available to meet retorting requirements 1.2 Confirm equipment is clean and ready for operation according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	health, safety and food safety requirements 1.3 Identify safety requirements and wear appropriate personal protective clothing and equipment, ensuring correct fit
2. Prepare the retort equipment and process for operation	2.1 Fit machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing and operating parameters as required to meet safety and production requirements 2.3 Carry out pre-start checks according to workplace requirements
3. Operate and monitor equipment	3.1 Start up and operate the retort process according to standard operating procedures 3.2 Monitor retort equipment to ensure optimal operations 3.3 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping, environmental and waste disposal procedures
4. Shut down the retort process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to safe work procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures for the retort process • Interpret retort requirements
Writing	• Complete processing records using digital and/or paper-based formats

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Skill	Description
Numeracy	• Monitor and interpret production and process control indicators and data including pH, time/temperature, flow and pressure • Read gauges and scales • Monitor supply and flow of materials to and from the process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3014 Operate and monitor a retort process	FBPOPR2044 Operate a retort process	Unit code and title updated to better match complexity of task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR3014 Operate and monitor a retort process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a retort process to treat at least one batch of product to specification, including:

- monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - time
  - temperature
  - pressure at each stage
- taking corrective action in response to out-of-specification results
- following safe work procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of heat treatment and retort process, including:
  - relationship between time and temperature in the retort process
  - changes and requirements of each stage, including cooking, cooling and post-treatment container handling
- the purpose and requirements of container coding
- basic operating principles of equipment required for operating a retort process, including main equipment components, including:
  - thermometers, chart recorder, temperature control system, clock and pressure gauges
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation

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- different types of retort processes and products treated
- the flow of the retort process and the effect of product output on downstream processes
- quality characteristics required of the retorted product
- effect of raw material characteristics on process performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults for a retort process operation, and related causes, including:
  - signs and symptoms of faulty equipment
  - early warning signs of potential problems
- techniques used to monitor the retort process, including inspecting, measuring and testing
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the process, and related control measures, including both the risks of contamination related to processing and to post-processing handling of containers
- time and temperature required to ensure product becomes sterile
- common causes of variation, and corrective action required, including the effects of variables, including container size, product particulates, pH, time/temperature and pressure on process outcomes
- health and safety hazards and controls relevant to operating a retort process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- good manufacturing practices (GMP) relevant to work task
- isolation, lock-out and tag-out procedures and responsibilities required for operating a retort process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures required for retorting equipment
- procedures to record traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment

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  - retort equipment and related services
  - product to be retorted
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, and quality requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch specifications, control points and processing parameters
  - documentation and recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR3015 Pre-process raw materials

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor, adjust and shut down machinery used for the preparation of raw materials that may be used in human food or animal feed, including pulses and/or animal products.

This unit applies to individuals who work in a food or feed processing environment. It typically applies to the production worker responsible for applying operating principles to the operation and monitoring of machinery to prepare raw materials.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet product specification 1.2 Confirm equipment is clean and ready for operation according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	work health, safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare equipment for pre-processing	2.1 Fit machine components and related attachments, and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Carry out pre-start checks according to safe work procedures
3. Operate and monitor the pre-processing process	3.1 Start, operate and monitor equipment to ensure optimal performance 3.2 Monitor control points in the process to confirm that product specifications are met 3.3 Take samples and test product to ensure specifications are met 3.4 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Maintain the work area according to safe work and food safety procedures 3.6 Maintain workplace records, including traceability and biosecurity records, according to workplace procedures
4. Shut down the pre-processing process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to safe work procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Ensure waste is disposed of in line with environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job task • Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators and data • Measure product using weight (g, Kg) and volume (ml, L)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3015 Pre-process raw materials	FBPOPR2048 Pre-process raw materials	Unit code updated to better match work task Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR3015 Pre-process raw materials

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has pre-processed raw materials to prepare at least one batch of raw materials ready for further processing, including:

- applying safe work procedures
- following food safety practices
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of pre-processing raw materials
- basic operating principles of equipment used in the pre-processing of raw materials, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- the flow of the process and the effect of product output on downstream processes
- quality characteristics to be achieved at the pre-processing stage
- effect of raw material characteristics on process performance
- operating requirements and parameters of machinery used in the pre-processing of raw materials, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems

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- techniques used to monitor the process, including inspecting, measuring and testing by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with pre-processing, and related control measures
- common causes of variation in the pre-processing of raw materials, and corrective action required
- health and safety hazards and controls, including limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for machinery and equipment used for the preparation of raw materials
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures
- recording procedures to ensure traceability.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food or feed processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - raw materials for pre-processing
  - equipment used for pre-processing and related services
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - production schedule and batch instructions
  - quality criteria, specifications and inspection procedures
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPOPR3016 Operate and monitor a separation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a separation process.

This unit applies to individuals who work in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a separation process and associated equipment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Confirm materials are available to meet product specification 1.2 Confirm equipment is clean and ready for operation according to health, safety and food safety requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare the separation process for operation	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters as required to meet safety and production requirements 2.3 Carry out pre-start checks according to workplace health and safety and operating requirements
3. Operate and monitor equipment	3.1 Start, operate and monitor equipment to ensure optimal performance 3.2 Monitor the process to confirm that product specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace housekeeping procedures and environmental requirements
4. Shut down the separation process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to workplace health and safety and operating requirements 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats

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Skill	Description
Oral communication	• Ask questions to clarify understanding or seek further information • Communicate and report operational and safety information to relevant personnel
Numeracy	• Monitor and interpret production and process control indicators and data • Read and interpret gauges and scales for temperature (°C), speed and flow rates

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3016 Operate and monitor a separation process	FBPOPR2050 Operate a separation process	Unit code and title updated to match complexity of task Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPOPR3016 Operate and monitor a separation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored separation equipment to process at least one batch of product to specification, including:

- applying safe work procedures
- following food safety procedures
- monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - separation speed
  - solids in in-feed and out-feed streams
  - flow rates
  - time/temperatures
  - pressures
  - air/water/oil levels
  - condition of seals and valves
  - discharge/desludging
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the separation process, including stages and changes that occur during the separation process
- basic operating principles of equipment for the separation process, including:
  - safety hazards associated with separation equipment and the implications of interchanging parts/incorrect bowl balance

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  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
  - services required for operation of separation equipment used in the workplace
- the flow of the separation process and the effect of product output on downstream processes
- impact of in-feed quality and concentration levels on the separation process
- quality characteristics and uses of separation process outputs
- methods used to monitor the separation process, including inspecting, measuring and testing in-feed and out-feed solids, and other tests as required by the process
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the separation process and the related procedures and recording requirements, including use of refractometers, Baume tests and spin tests to measure solids
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- common causes of variation, and corrective action required, including how variation in temperature and solids affects the process
- contamination/cross-contamination, spoilage and other food safety risks associated with separation, and related control measures
- health and safety hazards and controls, including limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for operating the separation process
- cleaning and sanitisation procedures required for operating the separation process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the operation of the separation process, including handling of effluent
- basic operating principles of process control where relevant, including the relationship between control panels and systems and the physical equipment
- recording procedures to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:

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    - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective clothing and equipment
    - separation equipment and related services
    - product for separating
    - sampling schedules and test procedures and equipment as required
    - cleaning materials and equipment
- specifications:
    - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
    - information on equipment capacity and operating parameters
    - production schedule and batch specifications, control points and processing parameters
    - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR3017 Prepare food products using basic cooking methods

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to prepare food products using basic cooking methods.

This unit applies to individuals who can work independently and who take responsibility for preparing food products using basic cooking methods in a food processing environment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select and handle cooking tools and equipment	1.1 Prepare work area for operations, and confirm hygiene standards 1.2 Wear appropriate personal protective clothing and ensure correct fit 1.3 Identify, handle and store cooking utensils required for work

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to workplace procedures 1.4 Identify and prepare equipment and machinery required for cooking operation according to workplace procedures 1.5 Identify and implement maintenance requirements for knives and other utensils 1.6 Implement food safety requirements at all times when handling and using cooking utensils and equipment
2. Prepare ingredients	2.1 Examine recipe and identify required ingredients 2.2 Determine sequence for preparation 2.3 Select ingredients and confirm quantity and quality using measuring or weighing devices or sensory analysis techniques 2.4 Prepare and assemble ingredients according to recipe requirements 2.5 Store ingredients according to workplace procedures
3. Use basic cooking methods	3.1 Identify the range of basic cooking methods and their effect on quality, taste and nutritional value 3.2 Identify cooking methods required by recipe, and determine sequence 3.3 Apply cooking method to achieve quality standards for food item 3.4 Identify and address typical problems as they arise 3.5 Use cooking utensils and equipment according to manufacturer instructions 3.6 Apply waste minimisation and environmental considerations during cooking process 3.7 Clean cooking area, utensils and equipment, and store according to workplace standards
4. Finish product	4.1 Transfer cooked ingredients for further processing 4.2 Assemble final product and present or pack according to recipe or operating requirements 4.3 Record product details to ensure traceability

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read cooking instructions from recipe books • Read and interpret hygiene and food safety requirements from food safety program information
Writing	• Record processing information using digital and/or paper-based formats
Oral communication	• Use common terminology used in cooking
Numeracy	• Scale recipes up and down • Determine preparation and cooking times from packaging and recipes • Measure quantities of ingredients using weight (mg, g, kg) and volume (ml, L) • Control temperatures (°C)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3017 Prepare food products using basic cooking methods	FBPOPR3002 Prepare food products using basic cooking methods	Prerequisite removed Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

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Assessment Requirements for FBPOPR3017 Prepare food products using basic cooking methods

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared two different batches of food products using two different basic cooking methods, including:

- applying safe work procedures
- following food safety procedures
- identifying cooking problems and taking corrective action, including reporting abnormalities or problems, repeating processes and/or making required adjustments.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- uses and characteristics of basic food ingredients
- major food groups and classifications
- range of ingredients typically used in the workplace, and their characteristics and effect on food quality and taste
- basic cooking methods and their effect on quality, taste and nutritional value
- Food Standards Code relevant to product and workplace
- good manufacturing practices (GMP) relevant to work task
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- common causes of variation for cooking process, and corrective action required
- health and safety hazards and controls, including limitations of protective clothing and equipment relevant to the work process
- maintenance requirements for knives and other utensils

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- waste minimisation and environmental considerations related to preparing food products using basic cooking methods
- cleaning and sanitisation procedures required for the production equipment and work area
- recording procedures to track traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - ingredients, utensils and equipment to be used for preparation and cooking of food products
  - recipes
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule/batch specifications, control points and processing parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR3018 Identify dietary, cultural and religious considerations for food production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to identify dietary, cultural and religious considerations for food production.

This unit applies to individuals who take responsibility for identifying and addressing dietary, cultural and religious considerations of different customers in a food or beverage processing business.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify dietary requirements of	1.1 Identify a range of specific dietary requirements and their impact on food production

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
customers	1.2 Identify food products that cater for specific dietary requirements 1.3 Assess the suitability of current food production methods and current food products against dietary requirements 1.4 Identify alternative processes and products for customers with dietary requirements related to food production
2. Identify requirements of customers with food-related allergies	2.1 Identify common food-related allergies 2.2 Identify life-threatening food-related allergies 2.3 Conduct risk assessment of current products and processes against food-related allergies 2.4 Identify food production procedures to avoid cross-contact with allergens 2.5 Identify allergen ingredients from food labels and Product Information Forms (PIFs)
3. Identify requirements of customers with cultural and religious backgrounds	3.1 Identify cultural and religious practices and events that influence food production requirements 3.2 Identify food production methods and food products that cater for cultural and religious practices and events 3.3 Assess the suitability of current food production methods and current food products against cultural and religious requirements 3.4 Identify alternative processes and products for customers with cultural and religious requirements related to food production

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information about life-threatening food-related allergies • Interpret information about cultural, religious and dietary requirements
Oral communication	• Ask questions and listen carefully to gather, interpret and evaluate information

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Skill	Description
Numeracy	• Interpret tolerances and unit measures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3018 Identify dietary, cultural and religious considerations for food production	FBPOPR3003 Identify cultural, religious and dietary considerations for food production	Title updated Elements re-ordered Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPOPR3018 Identify dietary, cultural and religious considerations for food production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has analysed the ingredients and processing of food products for five clients, each with different cultural, religious and/or dietary considerations, to assess suitability, including:

- identifying common food-related allergens
- identifying life-threatening food-related allergens
- identifying food not acceptable to customers with different cultural and religious beliefs
- identifying procedures to avoid food contamination, cross-contamination and cross-contact allergens.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- ingredients of available food products that can impact on specific dietary, cultural and religious requirements of customers
- Product Information Forms (PIFs), their layout and content
- food production processes of products that can impact on specific dietary, cultural and religious requirements of customers, including:
  - food safety principles and regulations
  - food safety hazards and risks
  - food safety program requirements
  - client conditions and associated needs and requirements
- specific dietary requirements, including:
  - food allergies (peanuts, tree nuts, milk, eggs, sesame seeds, fish and shellfish, soy, lupin and wheat)
  - swallowing problems requiring food texture modification

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    - malnutrition
    - vegetarian
    - vegan
    - coeliac
    - diabetes
    - food intolerances (including FODMAP requirements)
- additional dietary guidelines for specific populations, including older people and unwell people
- key health and legal consequences of failing to address special food requirements, including:
    - drug-food interactions
    - allergic reactions, including anaphylaxis (severe allergic reaction)
    - food sensitivity or intolerance reactions
    - choking
- different religious and cultural requirements that impact on food production processes, including:
    - halal
    - kosher
    - Hindu
    - Buddhist
    - other specific religious requirements of clients to the business.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - food production process
    - food product to analyse
- specifications:
    - work procedures, including advice on relevant product requirements, safe work practices, food safety and quality
    - recipes and customer specifications.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPOPR3019 Operate and monitor interrelated processes in a production or packaging system

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and monitor interrelated processes in a production, processing or packaging system. A production or packaging system typically involves a series of interrelated processes that must be coordinated and concurrently operated to produce the required outcome.

This unit applies to workers who have responsibility for the operational requirements of the production, processing or packaging system for the industry in which it is applied. These individuals may have some responsibility for others, and address routine, predictable problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the production or packaging system for operation	1.1 Confirm availability of equipment, materials and services to meet production or packaging requirements 1.2 Identify and confirm equipment is clean and maintenance requirements have been met, according to health, safety and quality requirements 1.3 Select and fit personal protective equipment according to job requirements 1.4 Confirm operating parameters and select or adjust machine settings according to workplace procedures 1.5 Load or position materials, ingredients and/or product according to workplace procedures 1.6 Conduct pre-start checks, adjust equipment performance and confirm equipment is ready and safe to operate
2. Operate and monitor the system	2.1 Start up, operate and monitor the system and equipment to ensure optimal operations 2.2 Identify any variation in equipment operation, and troubleshoot to identify solution 2.3 Adjust equipment to ensure optimum performance 2.4 Identify, rectify or report out-of-specification product or process outcomes 2.5 Maintain the work area and report maintenance requirements according to workplace procedures 2.6 Conduct work according to workplace and environmental procedures
3. Hand over system operation	3.1 Maintain production and traceability records according to workplace procedures 3.2 Conduct handover according to workplace procedures 3.3 Confirm process operators are properly informed of system and related equipment status at completion of handover
4. Shut down the production or packaging system	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the system according to workplace procedures 4.3 Identify and report maintenance requirements 4.4 Dispose of waste in line with environmental requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Complete processing records using digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators and data • Read and interpret gauges, counters and scales

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3019 Operate and monitor interrelated processes in a production or packaging system	FBPOPR3005 Operate interrelated processes in a production system	Unit merged with FBPOPR3006 Operate interrelated processes in a packaging system Application updated Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent
FBPOPR3019 Operate and monitor interrelated processes in a production or packaging system	FBPOPR3006 Operate interrelated processes in a packaging system	Unit merged with FBPOPR3005 Operate interrelated processes in a production system Application updated Foundation Skills refined	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	

Links

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Assessment Requirements for FBPOPR3019 Operate and monitor interrelated processes in a production or packaging system

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated interrelated processes in a production or packaging system, to process at least one batch of goods or packaged products to meet specification, including:

- applying safe work practices
- applying quality standards to work practices
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the production or packaging system, including the system process flow, the interrelationships of each process to identify the impact of variation on related processes, and optimisation options
- basic operating principles of equipment and related accessories used by the system, including equipment adjustment points, status and purpose of guards, and range and location/alignment requirements of sensors and related feedback instruments
- good manufacturing practices (GMP) relevant to work task
- contamination/cross-contamination associated with the process, and related control measures
- operating capacities of equipment used in the system, including different types of equipment and/or components, by processing/packaging operations
- related systems and responsibilities for interaction, including related production systems, services supply, packaging/warehousing, maintenance, laboratory/quality assurance and planning and scheduling

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- product characteristics and common types of variation in materials and/or ingredients used, including the effect of variation on each stage of the system, and scope to adjust or correct
- typical production related problems, including equipment faults, common causes and warning signs, incorrect or poor supply of materials, incorrect settings and poor operator control
- relevant procedures, specifications and operating parameters for the system and the individual processes
- isolation, lock-out and tag-out procedures and responsibilities
- hazards, risks, controls and methods for monitoring processes within the system, including health and safety in the workplace, quality and environmental hazards and risks
- workplace system and approach to equipment maintenance
- troubleshooting procedures and problem-solving techniques
- communication responsibilities to inform related work areas/support functions and other shifts of operational status and production issues
- traceability procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a production or packaging workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - production or packaging system equipment and related accessories and services
  - materials/consumables required by the process
- specifications:
  - production schedule and batch instructions
  - information on equipment capacity and operating parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR3020 Plan, conduct and monitor equipment maintenance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to plan, conduct and monitor the maintenance of processing or production equipment.

The unit applies to individuals who work in food processing operations who have responsibility for overseeing the general maintenance of equipment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, environmental regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify maintenance requirements according to workplace procedures	1.1 Determine whether production equipment will be maintained in-house or by contractor 1.2 Source and assess advice on equipment maintenance requirements according to manufacturers' specifications

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Assess and prioritise special maintenance requirements
2. Plan maintenance according to workplace procedures	2.1 Identify and secure resources required to carry out maintenance 2.2 Develop a maintenance schedule to provide reliable equipment performance with minimal disruption to production 2.3 Ensure the maintenance schedule takes account of production schedules, equipment capability, special maintenance requirements, efficient resource utilisation, food safety, workplace health and safety requirements, and workplace environmental guidelines 2.4 Record the maintenance schedule in the appropriate workplace format 2.5 Consult personnel affected by the maintenance program, and advise of maintenance process
3. Carry out maintenance	3.1 Wear appropriate protective clothing and equipment 3.2 Inspect equipment to identify signs of wear 3.3 Investigate and assess the nature of maintenance requirement 3.4 Carry out routine maintenance on equipment, or oversee contractor access to perform maintenance 3.5 Record and report maintenance activities in line with workplace procedures
4. Monitor implementation of the maintenance schedule	4.1 Monitor progress of maintenance to identify variance to schedule 4.2 Identify, assess and address unplanned events that could affect the schedule 4.3 Identify and communicate potential failure to meet maintenance deadlines to relevant personnel 4.4 Adjust maintenance schedule to meet requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Learning	• Take responsibility for planning, sequencing and prioritising tasks • Apply systematic and analytical decision-making processes for routine and non-routine situations
Reading	• Read and interpret manuals, specifications, and other documentation from a variety of sources, and consolidate information to determine maintenance requirements
Writing	• Record maintenance data using digital and/or paper-based formats
Numeracy	• Analyse and consolidate test results and data from a range of sources to assist with determining maintenance requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3020 Plan, conduct and monitor equipment maintenance	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR3020 Plan, conduct and monitor equipment maintenance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planned, conducted and monitored maintenance for the equipment on at least one processing line, including:

- applying safe work practices
- developing a maintenance schedule to suit workplace processing requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- maintenance approaches and differences between reactive, preventative and proactive maintenance models, including:
  - reliability centred maintenance (RCM)
  - total productive maintenance (TCM)
- organisational systems, processes and responsibilities for:
  - collecting equipment condition information
  - analysing information
  - carrying out required servicing and maintenance
- sources of data on equipment performance and maintenance requirements, related recording systems and data analysis tools, including:
  - manufacturer specifications
  - equipment capability data
  - condition monitoring data
  - equipment operation/performance reports and log sheets
  - workplace environmental guidelines
- maintenance requirements and scheduling processes, including:

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  - production process
  - impact of scheduling on production
  - maintenance activities
  - maintenance priorities
  - effect on related activities, including purchasing and contract management
- factors that influence the reliability of equipment, including:
  - equipment capability
  - equipment/process design
  - operating conditions and practices
- methods used to measure effectiveness of maintenance, including:
  - plant availability
  - cost of maintenance
  - downtime
  - alternate resource utilisation
- health and safety, environmental and food safety requirements and responsibilities associated with maintenance activities
- relevant staff to be consulted/notified of maintenance schedule and related activities
- conditions that can affect achievement of the maintenance schedule, including:
  - unusual or unplanned conditions
  - related options for response to equipment breakdowns/emergencies.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - processing equipment
  - personal protective clothing and equipment
- specifications:
  - work procedures, including advice on safe work practices, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - maintenance scheduling and recording requirements
- relationships:
  - operational staff.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPOPR3021 Apply good manufacturing practice requirements in food processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to comply with relevant good manufacturing practice (GMP) requirements and workplace quality standards in a food or beverage processing facility.

The unit applies to individuals who apply GMP requirements to operations in a food or beverage processing environment. Individuals work under broad direction and take responsibility for their own work.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify GMP as a	1.1 Locate sources of information relevant to work role from current

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
regulatory concept	regulatory frameworks for processing food and/or beverages 1.2 Locate sources of information relevant to work role relating to GMP compliance
2. Identify requirements of GMP related to own work	2.1 Locate sources of information on GMP requirements in the workplace 2.2 Identify GMP requirements for food and/or beverage processing 2.3 Confirm specific GMP requirements for own work 2.4 Identify GMP non-compliant situations and risks to product quality and safety 2.5 Alert relevant personnel and take appropriate action according to GMP requirements and workplace procedures
3. Ensure personal hygiene and conduct meet GMP requirements	3.1 Maintain personal hygiene, including hand washing, to meet GMP requirements 3.2 Use, store and dispose of personal protective equipment according to GMP requirements and workplace procedures 3.3 Comply with area entry and exit procedures when moving around the workplace
4. Apply GMP requirements when carrying out work activities	4.1 Identify common forms of contamination and cross-contamination 4.2 Conduct work according to food safety and environmental procedures 4.3 Maintain workplace cleanliness and tidiness to meet GMP requirements 4.4 Identify and report signs of unacceptable plant or equipment condition 4.5 Identify GMP requirements for routinely monitoring work area, materials, equipment and product 4.6 Complete documentation according to workplace procedures
5. Participate in improving GMP	5.1 Identify processes, practices or conditions that are inconsistent with GMP requirements, and report according to workplace procedures 5.2 Identify elements of GMP that help improve products and processes 5.3 Implement corrective action within level of responsibility

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information about GMP compliance requirements in workplace documents
Writing	• Record workplace information using digital and/or paper-based formats

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3021 Apply good manufacturing practice requirements in food processing	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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Assessment Requirements for FBPOPR3021 Apply good manufacturing practice requirements in food processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has applied good manufacturing practice (GMP) requirements to food and/or beverage processing work, and demonstrated each of the following points at least once:

- following workplace information relating to GMP responsibilities
- completing forms according to GMP and traceability requirements
- maintaining workplace cleanliness and tidiness to meet GMP requirements
- maintaining personal hygiene consistent with GMP requirements
- using appropriate work methods and personal protective clothing and equipment to prevent contamination and cross-contamination.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- GMP as a regulatory concept, including regulatory obligations of employees, and the potential implications of non-compliance
- GMP practices that cover the processing chain
- legal requirement to produce food that is safe for human consumption
- Australian and other applicable regulatory frameworks relevant to the safe processing of food:
  - Food Standards Code, relevant to work role and products
  - state and territory Food Acts and their associated regulations
  - Hazard Analysis and Critical Control Point (HACCP) principles for the workplace
- industry references to guide best practice management of hazards in food

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- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence
- contamination/cross-contamination and food safety risks associated with the process, and related control measures
- definition of allergen cross-contact as a residue or other trace amount of a food allergen that is unintentionally incorporated into another food
- how allergen cross-contact occurs, which can be from ingredients, raw materials, personnel, inadequate cleaning of equipment, or shared equipment
- implications of not reporting illness and not following jewellery and make-up policies
- inspection or test points (control points) in the process and the related procedures and recording requirements
- the relationship between GMP and the food safety and quality systems, and the consequences of not following procedures, including:
  - personnel responsible for designing and managing GMP
  - personal role to maintain GMP
  - the role of internal and external auditors
  - quality assurance
  - quality control
  - risk management procedures
- personal protective clothing and equipment use, storage and disposal requirements and hygiene requirements
- personal protective equipment, clothing and footwear requirements for working in and moving between work areas
- workplace cleaning standards and responsibilities relating to own work, including:
  - waste collection
  - recycling, safe handling and disposal of different types of waste
  - safe handling and disposal of hazardous waste
- properties, handling and storage requirements of:
  - raw materials
  - packaging materials
  - final product
- GMP requirements for maintaining plant and process equipment
- GMP requirements for transferring of equipment and material between areas
- procedures for responding to out-of-specification or unacceptable process performance or outcomes
- controls to protect personnel and the environment from contamination by products and materials.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food or beverage processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - cleaning products
  - food processing equipment
- specifications:
  - GMP requirements
  - workplace reporting procedures
  - workplace procedures related to GMP
  - workplace environmental procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR3022 Receive and store raw materials for food processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to recognise the key characteristics of raw materials used at the workplace, and to receive and store them appropriately.

The unit applies to individuals who take responsibility for receiving and storing raw materials in a food or beverage processing environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify quality parameters for raw materials	1.1 Identify raw materials used at workplace 1.2 Identify key quality attributes of raw materials, including any

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	declared allergens 1.3 Identify workplace/product compliance issues associated with each raw material 1.4 Identify hazards associated with each raw material 1.5 Identify material product specifications
2. Receive raw materials	2.1 Check details of order for raw materials 2.2 Compare order details to details on delivery docket 2.3 Check quality of raw material meets specifications, including any substitution ingredients 2.4 Take appropriate action to respond to out-of-specification materials according to workplace procedures 2.5 Perform basic analytical tests on raw materials to confirm they meet processing requirements 2.6 Receive raw materials that meet quality requirements 2.7 Record delivery of raw materials, in line with organisational procedures
3. Move raw materials	3.1 Identify risks and hazards of handling raw materials specific to job role 3.2 Wear appropriate personal protective equipment to manage risks 3.3 Use appropriate equipment to move raw materials to storage area
4. Store and monitor raw materials	4.1 Check storage conditions meet food safety and quality requirements 4.2 Adjust storage conditions that do not meet quality requirements 4.3 Ensure stock is rotated so that older stock is used before new stock 4.4 Monitor storage to ensure quality of raw material is maintained 4.5 Maintain records of storage conditions and quantities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret Product Information Forms (PIFs), including allergen information
Writing	• Document any substitution ingredients
Numeracy	• Interpret readings of gauges and scales for temperature, moisture • Use areas (m2), weight (g, kg, T) and volumes (ml, L, m3, ML, GL) to describe product quantities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3022 Receive and store raw materials for food processing	FBPCON2001 Examine raw ingredients used in confectionery	Redesigned unit that incorporates content from FBPCON2001 Examine raw ingredients used in confectionery	Not equivalent

Links

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Assessment Requirements for FBPOPR3022 Receive and store raw materials for food processing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has received and appropriately stored at least three different raw materials, including:

- applying safe work practices
- applying food safety procedures to work practices
- taking corrective action in response to out-of-specification materials/goods
- completing records accurately.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- raw materials used in production of food and/or beverages, relevant to job role
- specifications for raw materials utilised for job role
- Certificates of Analysis for raw materials, and their purpose
- Product Information Forms (PIFs), their layout and content
- typical analytical tests and checks to determine quality of raw materials, including observation, smell and rapid tests
- range of actions to take in response to out-of-specification materials, including reporting issues to supervisor, rejecting delivery, quarantining materials
- contamination risks and controls, including cross-contamination risks, product compatibility and storage requirements
- common microbiological, physical, chemical and allergen hazards related to raw materials handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence

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- storage requirements to ensure quality of raw material is maintained, including the effects of temperature, moisture, contamination from other materials, allergen management, pest control
- safe work practices to handle raw materials, relevant to job role
- procedures to record traceability
- safe work requirements relevant to the job role.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food processing/food storage workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - raw materials for delivery
  - manual handling equipment
  - storage facilities
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - recording requirements and procedures
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR3023 Operate and monitor an evaporation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down an evaporation process.

This unit applies to individuals who work under general supervision in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of an evaporation process and associated equipment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Read or listen to work instructions from supervisor and clarify where required

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Confirm materials are available to meet processing requirements 1.3 Confirm equipment is clean and not locked out 1.4 Wear appropriate personal protective clothing and ensure correct fit according to health and safety requirements
2. Prepare the evaporation process for operation	2.1 Enter processing and operating parameters as required to meet food safety and production requirements 2.2 Carry out pre-start checks according to operator instructions
3. Operate and monitor equipment	3.1 Start, operate and monitor the process for variation in operating conditions 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.4 Follow and apply workplace cleaning procedures and environmental requirements
4. Shut down the evaporation process	4.1 Identify the appropriate shutdown procedure 4.2 Shut the process down safely according to operating procedures 4.3 Identify and report maintenance requirements in line with workplace procedures 4.4 Maintain workplace records in appropriate format

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to work task • Interpret production requirements
Writing	• Record processing data using digital and/or paper-based formats
Numeracy	• Monitor and interpret production and process control indicators

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Skill	Description
	and data, including temperature (°C), vacuum, steam flow and pressure, time, speed, motor amperage

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3023 Operate and monitor an evaporation process	FBPOPR2034 Operate an evaporation process	Unit code and title updated to match complexity of task Minor changes to Performance Criteria to clarify task Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR3023 Operate and monitor an evaporation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated an evaporation process to produce at least one batch of product to meet specifications, including:

- applying safe work procedures
- following food safety procedures
- monitoring control points and conducting inspections as required to confirm process remains within specification, including:
  - temperatures
  - vacuum
  - motor amperage
  - condensate flow
  - steam flow and pressure
  - throughput
  - time/speed
  - evaporated product characteristics
- taking corrective action in response to typical faults and inconsistencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of evaporation, including:
  - an understanding of the principles of steam
  - the relationship between boiling point and pressure as applied to evaporation
  - the changes that occur to product as it moves through the evaporation process
- basic operating principles of evaporation equipment, including:

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    - main equipment components
    - status and purpose of guards
    - equipment operating capacities and applications
    - the purpose and location of sensors and related feedback instrumentation
- quality characteristics to be achieved by the evaporation process
- the flow of the evaporation process and the effect of product output on downstream processes
- quality requirements of materials and the effect of variation on process performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters
- good manufacturing practices (GMP) relevant to work task
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- techniques used to monitor the evaporation process, including inspecting, measuring and testing
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/cross-contamination and food safety risks associated with the process, and related control measures relevant to the evaporation process
- common causes of variation, and corrective action required
- health and safety hazards and controls relevant to the evaporation process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the evaporation process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for evaporation equipment
- recording procedures to ensure traceability of product.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - evaporation equipment and related services
    - personal protective clothing and equipment

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  - materials to be evaporated
  - sampling schedules and test procedures and equipment
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule, batch/recipe instructions
  - recording requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPOPR3024 Operate and monitor an extrusion process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor, adjust and shut down an extrusion process.

This unit applies to individuals who work in a food or feed processing environment. It typically applies to the production worker responsible for applying operating principles to the operation and monitoring of an extrusion process and associated equipment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in extrusion processing area	1.1 Confirm materials are available to meet product specification requirements 1.2 Identify and confirm cleaning and maintenance requirements have

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	been met according to health, safety and food safety requirements 1.3 Select, fit and use appropriate personal protective clothing and ensure correct fit
2. Prepare the extrusion equipment and process for operation	2.1 Enter processing and operating parameters as required to meet safety and production requirements 2.2 Check equipment performance and adjust according to production requirements 2.3 Carry out pre-start checks according to health and safety and operating procedures
3. Operate and monitor equipment	3.1 Deliver ingredients and additives to the extrusion process in the required quantities and sequence 3.2 Monitor preparation of the mass to confirm that specifications are met and mass is suitable for extrusion 3.3 Start, operate and monitor the extrusion process to ensure optimal operations 3.4 Take samples and test to ensure product meets specifications 3.5 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.6 Follow and apply workplace housekeeping and environmental procedures
4. Shut down the extrusion process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to safe operating procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Ensure waste is disposed of in line with environmental requirements 4.5 Maintain workplace records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job task • Interpret production requirements
Writing	• Record processing information and data in digital and/or paper-based formats
Numeracy	• Measure product and ingredients using weight (g, kg, T) and volume (ml, L), to two decimal points • Monitor and interpret production and process control indicators and parameters, including speed, cuts per minute

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3024 Operate and monitor an extrusion process	FBPOPR2036 Operate an extrusion process	Unit title and code updated to better match work task Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

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Assessment Requirements for FBPOPR3024 Operate and monitor an extrusion process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated and monitored an extrusion process to produce at least one batch of product to meet product specifications, including:

- applying safe work practices
- applying food safety procedures to work practices
- checking moisture content of output
- taking corrective action in response to typical faults and inconsistencies in line with operating procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of each part of the process, including the purpose and methods used to achieve each stage of the extrusion process
- basic operating principles of equipment used for the extrusion process, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- good manufacturing practices (GMP) relevant to work task
- services required for the extrusion process, and action to take if services are not available
- the flow of the extrusion process and the effect of outputs on downstream processes
- quality characteristics of extruded output, including required characteristics of mass or blend to be extruded, including:
  - gelatinisation and viscosity
  - dimensions, texture and hardness of extruded product

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    - moisture content
- effect of variation in inputs and/or services on process performance
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters, including the effect of variation in key variables, including:
    - throughput and work input at each stage of the process
    - effect of time and temperature
    - barrel pressures and temperatures at each zone
- typical equipment faults for the extrusion process and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems, including:
    - screw and barrel assembly wear
    - die plate configuration and wear
    - wear of conditioner paddles
    - extruder knife condition
- methods used to monitor the extrusion process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- common causes of variation in the operation of the extrusion process, and corrective action required
- contamination/cross-contamination and food safety risks related to the extrusion process, and related control measures
- health and safety hazards and controls relevant to the operation of the extrusion process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities required for the operation of the extrusion process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the extrusion process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures required for extrusion equipment
- procedures to track traceability of product
- procedures to ensure biosecurity requirements are met.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:

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    - a food or feed processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - extrusion and related equipment and services
    - personal protective clothing
    - ingredients/blend/mass to be extruded
    - cleaning procedures, materials and equipment
- specifications:
    - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
    - information on equipment capacity and operating parameters
    - production schedule/batch specifications, control points and processing parameters
    - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM3018 Operate a sterilisation process using an autoclave

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a sterilisation process using an autoclave.

The unit applies to individuals who apply Good Manufacturing Practice (GMP) or other accreditation or certification requirements if relevant in other industries/settings, and operating principles to the terminal sterilisation of product and sterilisation of goods for aseptic processing using an autoclave. Individuals work under broad direction and take responsibility for their own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare and initiate operation of equipment	1.1 Check autoclave is operational and sterilisation load is available 1.2 Prepare items for sterilisation load by stacking, wrapping, taping or sealing according to Standard Operating Procedures (SOP) 1.3 Mark bags as required according to SOP

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Load autoclave and position temperature load probe according to load pattern requirements detailed in the SOP 1.5 Run pre-start leak test cycle and select the correct sterilisation cycle according to SOP 1.6 Initiate the autoclave cycle
2. Review autoclave printout at end of cycle	2.1 Review autoclave cycle printout or electronic report and confirm correct cycle was run with no faults or alarms detected 2.2 Complete documentation according to SOP
3. Remove items and follow shut down procedures	3.1 Commence shutdown of autoclave by confirming autoclave cycle is complete and autoclave is safe to open according to SOP 3.2 Remove items safely from autoclave and check contents 3.3 Check data logging or relevant indicators have been activated according to SOP 3.4 Confirm items are dry and sterilised 3.5 Clean autoclave according to SOP 3.6 Complete records according to SOP

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify relevant information from workplace documentation and interpret requirements for the sterilisation process
Writing	• Complete workplace documentation using appropriate language and in required format
Numeracy	• Confirm number of items according to loading pattern • Interpret time and temperature specifications for cycle parameters • Confirm post cycle results meet sterilisation requirements

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM3018 Operate a sterilisation process using an autoclave	FBPPHM3016 Operate a sterilisation process using an autoclave	Major changes to performance criteria for clarity and industry currency Foundation skills table updated Assessment requirements updated	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM3018 Operate a sterilisation process using an autoclave

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated at least one sterilisation process using an autoclave, including:

- accessed Standard Operating Procedure (SOP) information to confirm sterilisation requirements
- confirmed supply of product or materials for the sterilisation process
- prepared items by stacking autoclave dolly with product for terminal sterilisation or wrapping, taping, or sealing in an autoclave bag product for aseptic processing
- marked bags with temperature-sensitive tape or chemical indicators
- positioned any moveable load probe and loaded items in correct orientation according to SOP and validated load pattern requirements
- conducted pre-start checks required for safe operation of the autoclave, including:
  - carried out required area or line clearances
  - inspected equipment condition to identify signs of wear
  - confirmed all safety equipment in place and operational
  - confirmed sterilising equipment clean or sanitised
  - confirmed all pre-start cycles have been run, including a leak test
- confirmed sterilising equipment correctly set up for processing requirements
- selected correct sterilisation cycle as per the SOP
- reviewed cycle print out to confirm the cycle was completed satisfactorily with no alarms or faults
- taken corrective action in response to a non-conformance
- opened autoclave and removed items from autoclave according to workplace procedures
- safely shut down the process according to workplace procedures
- cleaned and maintained work area to meet workplace cleaning standards and environmental requirements
- completed records according to SOP.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- requirements for autoclaving for microbial reduction/sterility
- stages of the sterilisation process, including:
  - relationship between time, temperature and pressure as they affect kill rate
  - variables that impact effectiveness of sterilisation
- nature of items to be sterilised using an autoclave, different cycle types used and related handling and preparation requirements, including:
  - porous loads
  - non-porous loads
  - position of probes
- nature of wrapping materials suitable for use, including:
  - methods used to wrap or bag items
  - methods used to monitor whether time and temperature parameters are met, including heat-sensitive tape or markers
  - significance of validated loading patterns in achieving effective sterilisation
- basic operating principles of equipment, requirements and parameters of autoclave, including:
  - main equipment components including filters, vacuum pumps, condensers and the autoclave chamber
  - utilities requirements for a GMP autoclave including compressed air, electricity, processed water steam supply and cooling water
  - time and temperature parameters required to achieve sterilisation and corrective actions required where operation falls outside specified parameters
  - typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
  - corrective actions required where operation is outside of specified parameters
  - calibration schedule and procedures to confirm that instruments are within calibration
- health and safety hazards related to autoclave operation and associated control measures, including working with superheated steam and hot surfaces, manual handling and steam leaks
- pre-start check requirements, including:
  - carrying out required area or line clearances
  - inspecting equipment condition to identify signs of wear
  - confirming all safety equipment in place and operational
  - confirming equipment is clean or sanitised
  - confirming equipment is correctly configured for processing requirements

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- evaluation and in-process monitoring of sterilisation process indicators, including:
  - biological
  - chemical
  - physical
- methods used to monitor the sterilisation process, including:
  - inspecting
  - measuring
  - testing
- requirements of different shutdowns, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- isolation, lock out and tag out procedures and responsibilities
- operating principles of process control
- Good Manufacturing Practice (GMP) requirements associated with a sterilisation process and related control measures
- environmental issues and controls relevant to the sterilisation process including waste collection and handling procedures
- requirements for completion of workplace documentation.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - autoclave and handling equipment
  - loading bags or wrapping materials and tape/heat sensitive markers
  - materials for sterilisation
  - test equipment
  - cleaning materials and equipment associated with sterilisation process
  - record keeping system
- specifications:
  - sterilisation specifications, control points and processing parameters
  - recording requirements and procedures
  - product and intermediate product specifications, control points and processing parameters
  - workplace documentation relating to sterilisation process and procedures that comply with GMP
  - load pattern requirements
  - sampling schedules and test procedures

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- cleaning procedures associated with sterilisation process.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM3019 Operate a chromatography manufacturing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a chromatography separation process in a pharmaceutical manufacturing facility.

The unit applies to individuals who use Good Manufacturing Practice (GMP) and operating principles in the chromatography separation process. Individuals work under broad direction and take responsibility for their own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare chromatography equipment for operation	1.1 Identify production requirements from workplace documentation 1.2 Confirm materials meet production requirements 1.3 Confirm required facilities, storage, equipment and personnel are available

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Select and fit personal protective equipment and contamination prevention clothing according to workplace procedures 1.5 Clean, assemble and adjust equipment according to workplace procedures and operation and maintenance manual 1.6 Set equipment components and related instrumentation to meet production requirements 1.7 Conduct pre-start checks according to workplace procedures 1.8 Complete equipment status reports according to workplace procedures
2. Prepare samples and load products	2.1 Conduct pre-sampling tests and interpret test results to confirm process operation 2.2 Identify and report out of limit test results according to workplace procedures 2.3 Load product and pack into columns according to specifications and production requirements
3. Operate and monitor separation process	3.1 Start up and monitor separation process to confirm process cycles occur in correct sequence according to specifications and production requirements 3.2 Identify and report out of limit products or processes according to workplace procedures 3.3 Confirm separation of solution meets specifications 3.4 Conduct process according to safety and environmental requirements 3.5 Complete documentation according to workplace requirements
4. Shut down separation process	4.1 Confirm isolation and lock out procedures and product and process changeovers for shutting down 4.2 Safely shut down process 4.3 Clean work area according to workplace procedures 4.4 Complete records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify relevant information from workplace documentation and interpret requirements for the chromatography separation process
Writing	• Complete workplace documentation using appropriate language and in required format
Numeracy	• Interpret specifications for number of cycles and flow meters

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM3019 Operate a chromatography manufacturing process	FBPPHM3007 Operate a separation process using chromatography	Title changed Foundation skills table updated Range of Conditions deleted to remove duplication Minor change to performance criteria and assessment requirements for clarity	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM3019 Operate a chromatography manufacturing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely operated at least one separation process using chromatography, including:

- accessed workplace information to confirm requirements for the process
- selected, fitted and used personal protective equipment and contamination prevention clothing
- conducted pre-start checks required for the safe operation of a chromatography separation process, including:
  - carried out required area or line clearances
  - inspected equipment condition to identify signs of wear
  - confirmed all safety equipment in place and operational
  - confirmed that equipment is clean or sanitised
  - confirmed that equipment is correctly configured for processing requirements
- performed procedures for packing columns and for loading material into columns
- started, operated, monitored and adjusted a process to achieve required outcomes
- conducted in-process control checks to confirm the process remains within limits
- maintained security, integrity and traceability of:
  - samples
  - sub-samples
  - documentation
- followed isolation and lock out procedures to take process and related equipment off-line in preparation for cleaning and maintenance according to workplace procedures
- performed product and process changeovers, including demonstrating column storage procedures
- taken corrective action in response to out-of-specification results
- safely shut down the process according to workplace procedures

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- cleaned and maintained work area to meet workplace cleaning standards and environmental requirement
- completed records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- stages of the chromatography separation process, including:
  - the purpose, methods and outcomes of each stage
  - quality characteristics achievable by the separation process
  - methods of analysis
- basic operating principles, requirements and parameters of chromatography equipment, including:
  - main equipment components, operating capacities and applications
  - consequences of incorrect equipment preparation, such as incorrectly positioned non-return valve, supply pump failure and air in the column
  - typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- line clearance cleaning and sanitation procedures
- functions and limitations of personal protective equipment and contamination prevention clothing
- pre-start check requirements, including:
  - carrying out required area or line clearances
  - inspecting equipment condition to identify signs of wear
  - confirming all safety equipment is in place and operational
  - confirming that equipment is clean or sanitised
  - confirming that equipment is correctly configured for processing requirements
  - sample test methods analysis and interpretation of results
  - implications and actions taken if results are out-of-specification
- procedures used for:
  - collecting in process samples as specified in documentation appropriate to columns and process requirements
  - interpreting traces and corrective action where traces are not within specifications
- typical profile for a production cycle and events to be monitored during the cycle
- common causes of out-of-specification product or process and corrective actions required
- procedures and requirements of different shutdowns, including:
  - an understanding of the requirements for column storage
  - emergency and routine shutdowns
  - procedures to follow in the event of power outage
- isolation, lock out and tag out procedures and responsibilities

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- Good Manufacturing Practice (GMP) requirements associated with a separation process and related control measures
- requirements for completion of workplace documentation.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment and contamination prevention clothing
  - chromatography equipment
  - materials dispensed for the process
  - cleaning materials and equipment associated with a separation process using chromatography
  - record keeping system
- specifications:
  - product and intermediate product specifications, control points and processing parameters
  - workplace documentation relating to separation process and procedures that comply with GMP requirements
  - cleaning procedures associated with a separation process using chromatography.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM3020 Apply Good Manufacturing Practice requirements

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 7.0.

Application

This unit of competency describes the skills and knowledge required to comply with relevant Good Manufacturing Practice (GMP) requirements and workplace quality standards in a pharmaceutical manufacturing facility.

The unit applies to individuals who apply GMP requirements to undertake pharmaceutical manufacture work. Individuals work under broad direction and take responsibility for their own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify requirements of GMP related to own work	1.1 Locate sources of information on GMP requirements and regulatory obligations of employees relevant to work role from current Australian and other applicable regulatory frameworks for manufacturing pharmaceuticals 1.2 Identify GMP requirements for pharmaceutical manufacture tasks

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm specific GMP requirements for own work 1.4 Identify GMP non-compliant situations and risks to product quality 1.5 Alert relevant personnel and take appropriate action according to GMP requirements and workplace procedures
2. Complete workplace documentation to support GMP	2.1 Use workplace procedures to identify GMP requirements for documentation 2.2 Record required information, calculations and test results according to workplace reporting procedures and GMP requirements 2.3 Certify records according to GMP requirements
3. Identify and follow biosecurity requirements	3.1 Identify information appropriate to work role relating to biosecurity requirements 3.2 Follow workplace biosecurity requirements and responsibilities related to work role
4. Apply GMP requirements when carrying out work activities	4.1 Identify common forms of contamination relevant to own work activities 4.2 Conduct work according to workplace environmental procedures 4.3 Maintain workplace cleanliness and tidiness to meet GMP requirements 4.4 Identify and report signs of unacceptable plant, equipment condition or calibration status 4.5 Identify GMP requirements for routinely monitoring work area, materials, equipment and product 4.6 Complete documentation according to workplace procedures
5. Apply hygiene and entry and exit procedures to meet GMP requirements	5.1 Maintain personal hygiene to meet GMP requirements 5.2 Carry out hand washing according to best practice hygiene standards 5.3 Prepare, use, store and dispose of personal protective equipment and contamination prevention clothing according to GMP requirements and workplace procedures 5.4 Comply with area entry and exit procedures when moving around the workplace
6. Participate in	6.1 Identify processes, practices or conditions which are inconsistent

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
improving GMP	with GMP requirements and report according to workplace procedures 6.2 Identify elements of GMP that help improve products and processes 6.3 Implement corrective action within level of responsibility

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information about GMP compliance requirements in workplace documentation
Writing	• Record workplace information using appropriate language and in required format

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM3020 Apply Good Manufacturing Practice requirements	FBPPHM3001 Apply Good Manufacturing Practice requirements	Element removed Changes to Element, Performance Criteria, Foundation Skills, Performance Evidence, Knowledge Evidence and Assessment Conditions	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM3020 Apply Good Manufacturing Practice requirements

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 7.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has applied Good Manufacturing Practice (GMP) requirements, and demonstrated each of the following points **on one or more occasions**:

- read and interpreted relevant instructions and labels applicable to GMP operations, including pictorial and written signs and instructions
- followed workplace information relating to GMP responsibilities
- completed forms and reports according to GMP requirements and workplace procedures
- recorded calculations and test results
- identified and responded to:
  - out-of-calibration equipment
  - out-of-specification or unacceptable raw materials, packaging components, final or part processed product
- maintained workplace cleanliness and tidiness to meet GMP requirements
- maintained personal hygiene consistent with GMP requirements, including:
  - making team leader or supervisor aware of reportable illness
  - removal of jewellery
  - removal of makeup
- cleaned and sanitised hands using recognised procedures for:
  - washing with soap and water
  - rubbing with an alcohol-based formulation
- used personal protective clothing and equipment and contamination prevention clothing according to GMP requirements
- provided accurate verbal and written descriptions of incidents or situations that did or could have:
  - compromised GMP compliance or product quality
  - provided the potential for product contamination.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- GMP as a regulatory concept, including regulatory obligations of employees, and the potential implications of non-compliance
- applicable sections of Australian and other applicable regulatory frameworks relevant to pharmaceutical manufacturing:
  - Therapeutic Goods Act (TGA)
  - Manufacturing Principles
  - Guide to GMP
- the relationship between GMP and the quality system, including:
  - personnel responsible for designing and managing GMP
  - personal role to maintain GMP
  - the role of internal and external auditors
  - quality procedures
  - quality assurance
  - quality control
  - risk management procedures
- personal clothing use, storage and disposal requirements and hygiene requirements, including:
  - informing team leader or supervisor of reportable illness
  - removal of jewellery
  - removal of makeup
- personal clothing and footwear requirements for working in and moving between work areas
- workplace cleaning standards and responsibilities relating to own work, including:
  - waste collection
  - recycling, safe handling and disposal for different types of waste
  - safe handling and disposal of hazardous waste
- awareness of common contaminants relevant to the work process, including:
  - microbiological, from materials, equipment, environment and personnel
  - physical, from equipment, environment and personnel
  - chemical, from other products or materials, including cleaning agents
- quality control methods and procedures, including the purpose of control and the consequence if not controlled
- properties, handling and storage requirements of raw materials, packaging components and final product
- GMP requirements for maintaining plant and process equipment
- GMP requirements for transferring of equipment and material between areas
- GMP requirements for equipment status labelling
- documentation systems and procedures, including:

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  - recordkeeping to meet both workplace and legal requirements
  - responsibilities for reporting and recording information
  - batch documentation
  - cleaning records
  - training records
  - product and materials traceability procedures
  - controls and methods for ensuring electronic data integrity and paper data integrity
  - significance of certifying and verifying GMP records
- procedures for responding to out-of-specification or unacceptable process performance or outcomes
- awareness of controls to protect personnel and the environment from contamination by products and materials.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment and contamination prevention clothing
  - alcohol based hand cleanser
  - soap and water
  - pharmaceutical production and packaging equipment
- specifications:
  - GMP requirements
  - workplace reporting procedures
  - workplace procedures related to GMP
  - workplace biosecurity requirements
  - workplace environmental procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM3021 Operate a pharmaceutical production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 7.0.

Application

This unit of competency describes the skills and knowledge required to setup, operate, monitor, adjust and shut down a production process in a pharmaceutical manufacturing facility.

The unit applies to individuals who apply operating principles to the production process. Individuals work under broad direction and take responsibility for their own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Move goods and components	1.1 Confirm transfer of goods and components correspond to workplace documentation 1.2 Clean and label containers with prescribed data, according to workplace procedures 1.3 Quarantine goods and components according to release and reject status, Good Manufacturing Practice (GMP) requirements and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace procedures' 1.4 Identify and report deviations, unusual events and non-conformances according to GMP and workplace procedures
2. Set up the production process for operation	2.1 Confirm equipment and materials meet production requirements and deliver materials in required quantities and sequence according to batch and production requirements 2.2 Confirm cleaning requirements and equipment status 2.3 Select and fit personal protective equipment and contamination prevention clothing according to workplace procedures 2.4 Enter processing and operating parameters according to safety and production requirements 2.5 Check and adjust equipment performance 2.6 Conduct pre-start checks according to workplace procedures
3. Operate and monitor the production process	3.1 Start up, monitor and control production process to maintain process within required limits 3.2 Identify and report out of limit products or processes according to workplace procedures 3.3 Maintain work area according to workplace cleaning standards 3.4 Conduct production process according to safety and environmental requirements 3.5 Complete documentation according to workplace procedures
4. Hand over the production process	4.1 Perform handover according to workplace procedures 4.2 Inform handover production team of process and related equipment status at completion of handover
5. Shut down the process	5.1 Confirm the workplace procedures for shutting down the process 5.2 Complete end-of-batch procedures according to batch instructions and workplace procedures 5.3 Shut down the process according to workplace procedures and safety requirements 5.4 Complete records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify relevant information from workplace documentation and interpret requirements for the pharmaceutical production process
Writing	• Complete workplace documentation using appropriate language and in required format
Numeracy	• Interpret material and product specifications

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and *regional contexts) are included.*

Cleaning requirements must include:	• area or line clearance • full or partial clean • automated or semi-automated or manual cleaning of equipment • sanitation or sterilisation.
Equipment status must include:	• calibrated • clean • clean/dirty hold time • in use • ready to use.
Pre-start checks must include:	• carrying out required area or line clearances • inspecting equipment condition to identify signs of wear • confirming all safety equipment is in place and operational • confirming that equipment is clean or sanitised • confirming that equipment is correctly configured for processing requirements
Items to monitor must include:	• environment • product appearance • volume or weight.

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM3021 Operate a pharmaceutical production process	FBPPHM3002 Operate a pharmaceutical production process	Deletion of Element that relates to dispensing of pharmaceutical material Changes to Element, Performance Criteria and Performance Evidence	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM3021 Operate a pharmaceutical production process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 7.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely operated one or more pharmaceutical production process, including:

- accessed workplace information to confirm production requirements
- confirmed supply of necessary equipment and materials
- handled and stored materials and products in a manner that prevents contamination and mix-ups
- selected, fitted and used personal protective equipment and contamination prevention clothing
- conducted pre-start checks, including:
  - carrying out required area or line clearances
  - inspecting equipment condition to identify signs of wear
  - confirming all safety equipment is in place and operational
  - confirming that equipment is clean or sanitised
  - confirming that equipment is correctly configured for processing requirements
- started, operated, monitored and adjusted equipment to achieve required outcomes, including:
  - adding and loading materials in correct quantities and sequences
  - supply and flow of materials to and from the process
- checked process control points and conducted inspections to confirm process remains within limits, including:
  - product sampling
  - process control testing
  - adjusting process according to workplace procedures
- followed end-of-batch procedures, including three of the following:
  - product sampling

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  - environmental sampling
  - line clearances and cleaning (full or partial)
  - yield calculation
  - materials reconciliation
  - change equipment status (sterile/clean to dirty/clean)
- safely shut down the process according to workplace procedures
- cleaned and maintained work area to meet workplace cleaning standards and environmental requirements
- completed records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- stages of the pharmaceutical manufacturing process, including:
  - the purpose, methods and outcomes of each stage
  - control points
  - checking materials are suitable for use including release status
  - flow of materials, people and waste
  - flow of the manufacturing process and the effect of outputs on downstream processes
- basic operating principles of equipment, requirements and parameters of pharmaceutical manufacturing equipment, including:
  - main equipment components, operating capacities and applications
  - typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
  - status and purpose of guards
  - the purpose and location of sensors and related feedback instrumentation
- processing equipment and utility systems and how product quality and Good Manufacturing Practice (GMP) compliance can be impacted by:
  - performance
  - functionality
  - construction
  - instrumentation
- common GMP non-conformances and unusual events found in a pharmaceutical production environment, including:
  - missing, illegible or inaccurate records
  - failure to follow workplace procedures
  - failure of cleaning regime
  - damaged goods including starting materials, components, intermediates and finished products
  - product diverted from normal course of process

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    - loss of sterility or pressure
    - spills
    - out of limit situations including yields, reconciliations, in process controls and in process checks
    - damage or poor maintenance of plant or equipment
    - signs of inadequate cleaning or pest infestation
- terminology associated with control of GMP processes, including:
    - process variation
    - critical quality attribute
    - critical process parameter
- functions and limitations of personal protective equipment and contamination prevention clothing relevant to the work process
- pre-start checks requirements, including:
    - carrying out required area or line clearances
    - carrying out differential pressure checks or room status checks
    - inspecting equipment condition to identify any signs of wear
    - confirming that equipment is clean or sanitised
    - confirming appropriate settings and/or related parameters
    - confirming product details and ingredients
- methods used to monitor the production process, including:
    - inspecting
    - measuring
    - testing
- items to monitor during the production process, including:
    - environment
    - product appearance
    - pH
    - volume or weight
    - temperature
- product and process changeover procedures and responsibilities
- end-of-batch procedures, including:
    - product sampling
    - environmental sampling
    - line clearances and cleaning (full or partial)
    - yield calculation
    - materials reconciliation
    - change equipment status (sterile/clean to dirty/clean)
- requirements of different shutdowns, including:
    - emergency and routine shutdowns
    - procedures to follow in the event of a power outage

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- isolation, lock out and tag out procedures and responsibilities
- operating principles of process control, including the relationship between control panels and systems and the physical equipment
- GMP requirements for production and process controls, including:
  - identification and traceability
  - yields and reconciliation
  - segregation and storage
  - status labels (physical and electronic)
- environmental issues and controls relevant to the production environment, including waste collection and handling procedures
- requirements for completion of workplace documentation.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment and contamination prevention clothing
  - manufacturing process equipment
  - materials required for the manufacturing process
  - cleaning materials and equipment associated with the manufacturing process
  - record keeping system
- specifications:
  - batch instructions including product specifications, control points and processing parameters
  - recording requirements and procedures
  - workplace documentation relating to manufacturing process and procedures that comply with GMP requirements
  - information and documentation relating to handover
  - cleaning procedures associated with manufacturing process.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL1001 Communicate workplace information

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to gather, convey and receive workplace information and to interact with others at work.

This unit applies to individuals who work under direct supervision who use basic communication skills to interact with others and follow workplace directions.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Exchange verbal information	1.1 Identify information requirements according to workplace procedures 1.2 Ask questions to seek or clarify information 1.3 Apply effective listening skills to receive information 1.4 Use interactive skills to communicate effectively with others 1.5 Provide information in a timely and appropriate manner

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Locate and use workplace information	2.1 Locate sources of workplace information to inform work tasks 2.2 Read and use information to carry out work responsibilities 2.3 Ask questions to clarify written or diagrammatic instructions
3. Complete workplace documentation	3.1 Identify forms or digital records that require completion for work operations 3.2 Complete written forms or records in line with workplace requirements 3.3 Submit or save records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret simple work instructions
Writing	• Complete basic work records (digital or paper-based)
Oral communication	• Follow instructions to complete a limited set of well-defined tasks • Follow basic communication protocols and conventions
Numeracy	• Recognise basic symbols, signage and graphics to guide work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL1001 Communicate workplace information	FBPOPR1003 Communicate workplace information	Unit sector code updated Application of unit clarified Minor changes to	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Performance Criteria Foundation Skills refined Performance Evidence clarified Minor changes to Assessment Conditions	

Links

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Assessment Requirements for FBPPPL1001 Communicate workplace information

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has communicated workplace information effectively, covering each of the following situations at least once:

- seeking information from people in the workplace to support work roles and responsibilities
- clarifying work requirements by using appropriate questions
- providing information to others
- locating and reading simple workplace instructions
- correctly completing a workplace form or record.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- communication channels and forums, including consultative arrangements established in the workplace
- common workplace and technical terms relating to work role
- sources of information and advice relating to own job
- methods used to access workplace information and procedures
- interactive techniques, including active listening, questioning, seeking and responding to feedback, and interacting effectively with others
- recognition of different methods and styles of communication
- how workplace forms and/or records are to be completed and to what standard.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

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- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - workplace information and procedures
  - workplace forms or records (digital or paper-based)
- relationships:
  - co-worker or supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL2002 Work in a socially diverse environment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to interact effectively with people in a socially diverse workplace environment.

This unit applies to individuals who facilitate communication with customers and colleagues from backgrounds that are different to one's own, and who allow for cultural considerations when identifying issues that may cause misunderstandings in the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Communicate with people from a background different to one's own	1.1 Identify responsibilities according to the principles of anti-discrimination legislation 1.2 Treat people from all social and cultural groups with respect and sensitivity 1.3 Use verbal and non-verbal communication that takes into account social and cultural differences

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Make efforts to communicate through use of gestures or simple words where language barriers exist 1.5 Seek assistance from colleagues, specialist resources or outside organisations when cultural considerations could be affecting workplace communication
2. Respond to cross-cultural misunderstandings	2.1 Identify issues that may cause conflict or misunderstanding in the workplace 2.2 Consider possible cultural and social differences when difficulties or misunderstandings occur 2.3 Address difficulties with appropriate personnel in the workplace and seek assistance to facilitate understanding where required 2.4 Make efforts to resolve misunderstandings, taking into account cultural and social considerations 2.5 Refer issues and problems that cannot be resolved to appropriate personnel for follow up

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Listen respectfully • Speak to people from differing backgrounds with respect and sensitivity

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL2002 Work in a socially diverse	FBPOPR2073 Work in a socially diverse	Sector code updated to better reflect work task	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
environment	environment	Minor changes to Element 1 and Performance Criteria 2.5 for clarity Foundation Skills refined Minor changes to Assessment Conditions	

Links

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Assessment Requirements for FBPPPL2002 Work in a socially diverse environment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has worked effectively in a socially diverse environment on a minimum of two different occasions, including:

- recognising cultural and social differences in the workplace
- responding to cross-cultural or cross-social misunderstandings.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles of equal employment opportunity (EEO) and anti-discrimination legislation as they apply to company and employee rights and responsibilities in the workplace
- recognition of differences between people from different cultural and social backgrounds, including those differing from own
- understanding of the basis of cultural difference, including behaviour or practices that can cause offence, and related strategies for interacting in ways that are culturally and socially sensitive
- communication strategies and styles appropriate to diverse audiences related to the workplace.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents a real workplace
- specifications:

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- rights and responsibilities relating to anti-discrimination and EEO
- relevant company policies and procedures

- relationships:
  - opportunities to interact with others using typical workplace communication processes
  - interactions with team members and supervisors, or realistic scenarios or role-plays.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL3007 Support and mentor individuals and groups

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to model appropriate work practices, provide feedback to groups and individuals, and facilitate group processes.

This unit applies to individuals who work under broad direction and take responsibility for their own work, and have some formal responsibility for managing others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Support others in the work area	1.1 Mentor individuals to meet work requirements according to workplace procedures 1.2 Compare individual work performance against expected workplace standards 1.3 Monitor performance and take appropriate action according to workplace procedures 1.4 Provide feedback to individual on performance according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace procedures 1.5 Model good behaviour and performance consistent with workplace expectations
2. Facilitate group processes	2.1 Determine purpose of group process, and plan group involvement 2.2 Gather information and develop proposed process outcome through discussions with group 2.3 Engage members of group to ensure decisions are made and agreed according to workplace procedures 2.4 Record agreed outcomes and implement process in a timely manner

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Contribute to continuous improvement of current work practices by analysing issues
Writing	• Accurately record and complete organisational documents using clear language and correct spelling, grammar and terminology
Oral communication	• Effectively participate in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information • Use a range of strategies to establish a sense of connection and build rapport with co-workers • Effectively deal with disagreements and misunderstandings as they arise

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL3007 Support and mentor individuals and groups	FBPPPL3001 Support and mentor individuals and groups	Performance Criteria added Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4+

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Assessment Requirements for FBPPPL3007 Support and mentor individuals and groups

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has supported and mentored at least one individual, and at least one group (of at least three people), to achieve agreed outcomes, including:

- modelling behaviour and performance consistent with company policy and procedures
- effectively supporting others
- providing meaningful feedback on individual and group performance.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- company policies and procedures as they apply to the work area
- regulations and legislative requirements, including:
  - sexual discrimination
  - harassment and bullying
  - equal employment opportunity
  - anti-discrimination
  - racial vilification
  - work health and safety
  - food safety
  - environmental management
- industry awards and workplace agreements to develop an awareness of the main issues covered as they affect day-to-day work arrangements
- techniques for structuring and explaining work-related information to meet the needs of people in the work area

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- interpersonal communication skills, including appropriate questioning, listening and feedback techniques
- communication strategies for working effectively with both individuals and groups
- workplace arrangements for training and assessment and related responsibilities
- boundaries of responsibility and related procedures for feedback, counselling and disciplinary procedures
- formal arrangements and responsibilities for mentoring others relating to work role
- meeting procedures and recording requirements relevant to the workplace
- basic group process facilitation procedures, including:
  - planning group processes
  - identifying the purpose
  - confirming the appropriate attendance
  - decision making
  - documenting basic group processes.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - systems and programs for supporting development and mentoring of others
  - resources to support mentoring role
- specifications:
  - regulatory, licensing and legislative requirements
  - industrial awards and agreements
  - workplace policies, codes of practice and procedures
  - workplace systems and procedures for consultation, feedback, counselling and discipline
  - information systems, including recording and retrieval systems
- relationships:
  - individuals and team members as specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPPPL3008 Establish compliance requirements for work area

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to establish compliance requirements that apply to work operations in a food processing or production environment.

This unit applies to individuals who are responsible for ensuring compliance requirements are identified for work operations in their area of responsibility, in relation to health and safety, food (or feed) safety, and environmental management.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify compliance requirements	1.1 Review existing operating procedures and specifications to identify compliance requirements 1.2 Make enquiries within the workplace to identify compliance requirements identified in workplace procedures 1.3 Access information from external organisations and regulatory authorities to determine current compliance requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Assess the purpose and scope of the revised compliance requirement for the work area 1.5 Assess the impact of the revised compliance requirement on processing operations 1.6 Seek approval to address revised compliance requirements in work area
2. Establish compliance arrangements in work area	2.1 Confirm and communicate revised compliance requirements to other staff in work area according to workplace procedures 2.2 Source briefings, training and other support from internal and external support staff to ensure compliance is understood 2.3 Identify procedures for achieving and monitoring compliance in own work area 2.4 Recommend changes to procedures and processes to ensure compliance is met 2.5 Identify procedures to be followed for non-compliance events

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret procedures, specifications and other documentation from a variety of sources, and consolidate information to determine requirements
Writing	• Accurately record and complete organisational documents and procedures using digital and/or paper-based formats
Oral communication	• Interact effectively with team members

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL3008 Establish compliance requirements for work area	FBPPPL3002 Establish compliance requirements for work area	Minor changes to Performance Criteria to clarify task PCs added Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL3008 Establish compliance requirements for work area

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has established compliance requirements for at least one work area, including:

- identifying what the current compliance requirements are for work area
- identifying any improvements that could be made to ensure compliance with relevant regulations and industry standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- legislation, regulations, codes of practice and certification requirements relevant to work area
- purpose and intent of compliance in the workplace
- operating procedures, specifications and other workplace information relevant to ensuring compliance for own work area
- requirements for establishing, monitoring and updating procedures
- effect of work procedures on compliance factors in the work area
- compliance policies and requirements relevant to own work area, including:
  - work health and safety
  - food safety, including Food Standards Australia New Zealand (FSANZ)
  - hazard analysis and critical control points (HACCP)
  - environmental management
  - biosecurity
  - traceability
  - client certification
- data assessment methods relevant to monitoring compliance of own work area

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- internal and external support personnel as sources for compliance requirements
- procedures to follow for non-compliance events
- consequences of non-compliance in the workplace.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - information systems and data collection technology
  - food processing operations to collect data and observe compliance
- specifications:
  - workplace procedures and industry standards relevant to the business and work area
  - relevant legislation, industry standards and codes of practice.
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL4008 Prepare and present artisan food and/or beverages

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to prepare and present artisanal food and beverages to a customer in a retail environment.

This unit applies to those individuals who work in a food and beverage sales setting, with responsibility for storing, displaying and presenting products to a customer.

Where this unit includes serving alcoholic beverages, the requirements for Responsible Service of Alcohol (RSA) must be met. Food business licensing and regulatory requirements also apply to this unit, so local requirements must be checked before delivery. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Recognise and identify key product features	1.1 Identify specific artisan food or beverage product and its characteristics 1.2 Identify raw materials used to make product and their characteristics 1.3 Identify different processes used to make variations of the product

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify key sensory traits of the product 1.5 Identify factors affecting product storage
2. Set up product tasting area	2.1 Prepare products for tasting using appropriate techniques for product style or characteristics 2.2 Check products to ensure they are fit for customer consumption 2.3 Prepare tasting equipment suitable to product and tasting requirements and set up ready for use by customers 2.4 Prepare adequate supplies of suitable support materials and place ready for use 2.5 Confirm tasting preparation meets health and safety requirements
3. Conduct product tastings	3.1 Design and assemble sample product tasting based on an identified theme 3.2 Encourage customers to sample product range in the most beneficial order to experience product characteristics effectively 3.3 Explain product features and processing techniques to customers 3.4 Give customers time and privacy to sample each product 3.5 Encourage customers to ask questions and provide feedback on products 3.6 Answer customer queries accurately and comprehensively, or refer to another information resource 3.7 Adjust tasting order and product range to suit customer requirements 3.8 Follow safety requirements for durations food can be left out of controlled temperature storage
4. Store artisan food or beverage product	4.1 Store products to maintain quality and flavour 4.2 Complete records to meet regulatory and sales requirements 4.3 Clean workspace to meet regulatory requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Interact effectively with customers in a retail environment • Describe product characteristics using industry-specific language
Numeracy	• Estimate weights or volume of product with reasonable accuracy

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL4008 Prepare and present artisan food and/or beverages	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL4008 Prepare and present artisan food and/or beverages

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively prepared and presented artisanal food or beverage products, including:

- identifying and describing the main characteristics of two different artisanal food and/or beverage products
- identifying and describing the raw materials used to make each product
- describing the production techniques used to make each product
- preparing and presenting a sample tasting for a customer, based on an identified theme.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- main processing steps in making the product and the factors that result in variations in the end product
- different raw materials used to make types of product
- the effects that raw materials can have on end product
- factors that affect maturation of product
- packaging types, typical for product
- language to describe the characteristics of product
- use of the five senses for describing identified products
- temperature for storing identified products
- general nutritional properties of product
- ways to organise products for display
- care and handling of products
- shelf life, use-by dates and best before dates
- price and availability

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- Food Standards Code in relation to identified products
- pathogens that can exist in food preparation
- general requirements for importing artisan products.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - different types of artisan food and beverage products
  - materials or equipment to present product
- relationships:
  - access to potential customer/s.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL4009 Optimise a work process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to assess, investigate and make recommendations to optimise the performance of a work process, system or area.

The unit applies to individuals responsible for facilitation of consultation and performance improvement processes. This includes communicating solutions for a range of predictable and unpredictable problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

FBPPPL3003 Participate in improvement processes

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish work process scope	1.1 Identify the scope and flow of the work process 1.2 Identify and collect work process information according to workplace practices
2. Assess work process performance	2.1 Evaluate work process performance against plan and benchmark information

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	2.2 Investigate variations in work process performance 2.3 Identify opportunities for improvement
3. Develop a plan to optimise process performance	3.1 Develop and report recommendations for improvements in the appropriate format 3.2 Present an implementation plan in the appropriate format according to workplace policy
4. Implement, monitor and evaluate process improvement	4.1 Review workplace documentation to reflect process improvement 4.2 Identify and communicate changes to roles and responsibilities of workplace personnel involved in implementing the optimisation plan 4.3 Identify, negotiate and secure resources to support implementation 4.4 Implement and monitor process changes 4.5 Apply continuous improvement procedures to evaluate and refine process optimisation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Reads and interprets process information and work documentation, and consolidates information to assess and determine requirements and performance
Writing	• Accurately records information and prepares correspondence and documentation using clear language to organisational formats and protocols
Numeracy	• Performs mathematical calculations to interpret and compare numerical information against benchmarks
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques to convey and clarify information and negotiate with others

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL4009 Optimise a work process	FBPPPL4004 Optimise a work process	Updated prerequisite unit code Foundation Skills refined	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL4009 Optimise a work process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has optimised a work process on at least one occasion, including:

- establishing parameters of work process
- analysing performance measures and identifying opportunities for improvement
- developing plan to optimise work process
- appropriately engaging other personnel in planning implementation
- monitoring implementation and analysing outcomes
- engaging continuous improvement processes to sustain and improve outcomes.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- process/workflow mapping purpose and techniques
- characteristics of the work process, including typical factors that affect process performance, including:
  - fluctuations in demand/throughput
  - quality of raw material/ingredient inputs
  - human resources availability/competencies
  - equipment configuration, capacity and performance
  - process capability
  - changeover times
  - cost of services
- criteria against which to assess performance, including key performance indicators (KPIs), production plans/schedules, budgets and relevant benchmark information

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- technical knowledge to identify and assess current performance and identify improvement opportunities and proposals
- process improvement tools and techniques
- related workplace documentation and systems
- relevant personnel and departments to be consulted/notified of optimisation implementation plan
- recording systems and requirements for reporting on work processes.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - process improvement tools and techniques
- specifications:
  - information systems, including recording and retrieval systems
- relationships (internal and/or external):
  - opportunities to interact with others using typical workplace communication processes

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC3003 Filter fermented beverages

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to prepare and operate filtration equipment using lenticular, plate and frame and/or centrifugal systems, to filter fermented beverages.

The unit applies to individuals who work in brewing operations and take responsibility for their own work using discretion and judgement in the selection and use of available resources.

Legislative requirements relating to producing alcohol apply to this unit. Users are advised to check current requirements with the Australian Tax Office and state / territory liquor licensing and health agencies.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the filtration process for operation	1.1 Identify and confirm production requirements 1.2 Confirm availability and prepare services, product and materials to meet production requirements 1.3 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Select, fit and use personal protective equipment relevant to the job role 1.5 Assemble filtration equipment 1.6 Check filters are in place and confirm readiness for use according to workplace procedures 1.7 Check the flow path of product and ensure equipment is ready for operation 1.8 Set the process to meet filtration requirements
2. Operate and monitor the filtration process	2.1 Start up the filtration process according to workplace procedures 2.2 Sanitise system before feeding product through 2.3 Monitor filtration process and pressure to confirm filtered product meets specifications 2.4 Monitor dissolved oxygen (DO) levels 2.5 Identify and address non-conformance of product, process and equipment 2.6 Record quality parameters throughout process
3. Shut down the filtration process	3.1 Identify and implement appropriate shutdown procedures 3.2 Drain and dismantle equipment safely and prepare for cleaning 3.3 Clean equipment thoroughly 3.4 Dispose of waste generated by the filtration process and cleaning procedures, in line with regulatory requirements 3.5 Record workplace information according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret production and process information from a variety of workplace documents

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Skill	Description
Numeracy	• Calculate numerical information relating to measurements, quantities, pressure and operational specifications • Interpret gauge readings during monitoring of process including pound of force per square inch (psi), kilopascal (kPa), temperature, dissolved oxygen • Interpret measurements and volumes including microns (µ), litres (L), hectolitres (hL)
Get the work done	• Plan, sequence and implement tasks required to achieve production requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC3003 Filter fermented beverages	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC3003 Filter fermented beverages

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively operated the filtration process to filter fermented beverages to specification on at least two occasions, using one or more of the following systems:

- lenticular
- plate and frame
- centrifugal
- diatomaceous earth (DE).

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles of filter aid filtration (or dynamic depth filtration)
- lenticular, plate and frame and centrifugal filtration processes, their basic operating principles and system parts
- filtration media, including diatomaceous earth, cellulose sheets
- grades of filters
- the effects that filtering has on end product and acceptable degrees of haze
- links between filtration and other processes used in producing fermented beverages
- importance of cleaning, sanitising and sterilising
- methods to clean and sanitise filters
- pump operation
- instruments used for monitoring pressure, dissolved oxygen (DO) and calibration requirements
- the effects that DO has on fermented beverages

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- common causes of non-conformance results for product, process and equipment and corrective action required including:
  - issues that can be rectified
  - issues that must be reported
- responsibilities for health and safety in the workplace including:
  - health and safety hazards associated with the filtration process
  - methods for controlling risks associated with work health and safety hazards
- responsibilities for identifying and controlling environmental issues
- how to safely dispose of the sediment filtered out the fermented beverage
- workplace procedures and responsibility for:
  - reporting problems
  - shutting down the process
  - cleaning
  - handling waste
- Food Standards Code in relation to production of beverages
- regulatory record keeping requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a beverage production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment for filtration operations
  - filtration equipment and filters and related materials required for operations
  - product for filtration
  - system for recording and reporting information
- specifications:
  - workplace procedures for filtration operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC3004 Prepare, fill and store barrels for aging spirits

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceuticals Training Package version 3.0.

Application

This unit of competency describes the skills and knowledge required to prepare barrels for aging spirits such as whisky.

This unit applies to those workers who work in operational roles in a distillery.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Note: This unit does not cover working with forklifts, which requires a forklift licence.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare and maintain barrel condition	1.1 Identify standards, regulations and guidance materials that cover the requirements of storing flammable and explosive materials 1.2 Identify hazards associated with preparing, filling and storing barrels of spirits and manage risks 1.3 Identify features of barrel, including type of wood, toast, size and age

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Check barrel wood for blemishes, leaks and unsavoury smells 1.5 Hydrate barrel to check for leaks 1.6 Seal wood to stop any leaks 1.7 Check and tighten hoops where required
2. Fill barrel	2.1 Transfer spirit into barrel 2.2 Replace bung and seal 2.3 Move barrel to storage area, using lifting equipment 2.4 Complete records of barrel fill and storage conditions, as required by organisational procedures and Australian Tax Office (ATO) requirements
3. Store barrel	3.1 Monitor conditions in barrel store to ensure they are safe 3.2 Monitor barrels for any leakages 3.3 Repair any leakages by tightening hoops or moistening staves 3.4 Complete barrel records, in line with organisational and regulatory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Label barrels with fill details (in sequential order)
Numeracy	• Record volume filled (mL, L) • Accurately read and interpret readings from thermometer and hygrometer
Get the work done	• Problem solve issues as they arise

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC3004 Prepare, fill and store barrels for aging spirits	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC3004 Prepare, fill and store barrels for aging spirits

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceuticals Training Package version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has appropriately prepared, filled and stored at least two barrels with spirit for aging.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of barrels required for designated spirit
- types of wood used for barrels, including oak, and its characteristics
- purpose of barrelling
- effects of aging in oak
- parts of barrel, including staves, hoop, bung
- pre-uses of barrels and their qualities
- barrel hydration methods
- the effect that temperature and humidity can have of the health of a barrel
- the expanding and contracting nature of barrels
- instruments used to monitor storage of barrels, including thermometer and hygrometer
- problems created by dry conditions or too much sunlight
- procedures and equipment used for transfer operations, including pumps, membranes, hoses, valves
- equipment and instrumentation components, purpose and operation
- significance and method of monitoring control points within the equipment operation
- common causes of variation and corrective action required
- hazards and controls, including manual handling, working with ethanol and flammable substances

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- Australian Standards, legislation, regulations and workplace licence requirements related to the production and storage of alcohol
- Australian Taxation Office (ATO) requirements for excise
- recording requirements for traceability of product and ATO regulations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - barrels
  - spirit for aging
  - pump
  - lifting equipment
  - humidity and temperature gauges.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC3005 Work with bakery ingredients, their functions and interactions

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to work with a range of ingredients used to produce bakery products, including fat, butter, shortenings, sugar, eggs and egg replacements, nuts, dried fruit, herbs and spices.

Users should note that flour and leavening agents are included in FBPTEC3006 Work with flours and baking additives.

This unit applies to individuals who work in commercial or high volume bakeries. It typically applies to the production worker responsible for producing baked products, where a knowledge of ingredients and how they react during processing is essential for maintaining product quality and consistency, and will assist with identifying common processing faults and the corrective actions to be applied.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify different fats, butter and oils, their properties and uses	1.1 Identify the main types of fats, butter and oils used to produce baked products 1.2 Recognise the differences between fats, butter and oils 1.3 Recognise the differences between animal and vegetable fats and oils 1.4 Identify the effect of baking on fats, butter and oils 1.5 Identify storage requirements of fats, butter and oils to maintain freshness and quality 1.6 Recognise common faults that can occur in baked products that are related to fats, butter and oils 1.7 Identify common food safety hazards related to fats, butter and oils 1.8 Determine the hazards related to working with fats, butter and oils, and how the associated risks can be managed
2. Identify sugars and sweeteners and their uses	2.1 Identify the main types of sugars used in baked products 2.2 Recognise the differences between different sugars and sweeteners 2.3 Recognise the effects that sugars have on baked products 2.4 Identify storage requirements of sugar 2.5 Recognise common faults that can occur in baked products that are related to sugar 2.6 Determine the hazards related to working with sugar, and how the associated risks can be managed
3. Work with eggs and their properties	3.1 Recognise the function of eggs in producing baked products 3.2 Identify the characteristics of different types of eggs 3.3 Identify the nutritional make-up of egg yolks and whites 3.4 Identify storage conditions to ensure eggs are kept fresh 3.5 Recognise common faults that can occur in baked products that are related to eggs 3.6 Identify common food safety hazards related to eggs 3.7 Determine the hazards related to working with eggs, and how the associated risks can be managed
4. Work with nuts and dried fruits	4.1 Recognise the function of nuts and dried fruits in producing baked products 4.2 Identify the characteristics of different nuts and fruit dried in

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	different ways 4.3 Determine the different ways that nuts and dried fruits are prepared for baking processes 4.4 Identify storage conditions to ensure nuts and dried fruits are kept fresh 4.5 Recognise common faults that can occur in baked products that are related to nuts and/or dried fruits 4.6 Identify common food safety hazards and allergies related to nuts and dried fruit 4.7 Determine the hazards related to working with nuts and dried fruits, and how the associated risks can be managed
5. Work with herbs and spices	5.1 Recognise the function of herbs and spices in baked products 5.2 Identify the characteristics of different herbs and spices 5.3 Identify storage conditions to ensure herbs and spices are kept fresh 5.4 Identify common food safety hazards and allergies related to herbs and spices 5.5 Recognise common faults that can occur in baked products that are related to herbs and spices
6. Work with flavourings and colourings	6.1 Recognise the function of flavourings and colourings in baked products 6.2 Identify the characteristics of different flavourings and colourings used 6.3 Identify storage conditions to ensure flavourings and colourings are kept fresh 6.4 Recognise common faults that can occur in baked products that are related to flavourings and colourings 6.5 Identify common food safety hazards and allergies related to flavourings and colourings 6.6 Determine the hazards related to working with flavourings and colourings, and how the associated risks can be managed

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Problem-solve issues with baking process and ingredients to ensure quality outcomes
Reading	• Interpret key information from Product Information Forms (PIFs), labels, Certificates of Analyses and workplace documents
Oral communication	• Use industry terminology when referring to ingredients and their properties • Describe product faults using industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC3005 Work with bakery ingredients, their functions and interactions	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC3005 Work with bakery ingredients, their functions and interactions

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has identified functions and properties of bakery ingredients, including at least one item from each of the following groups:

- fats, butter and oils
- sugar
- eggs
- nuts and dried fruits
- herbs and spices
- flavourings and colourings.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- general physical-chemical properties of fat, butter and oils**,** including:
  - saturated/unsaturated
  - animal/vegetable
  - melting points
- the effects that shortenings have on flour and gluten
- general physical-chemical properties of sugar and sweeteners commonly used in backed products
- grades and types of sugar
- purpose of adding sugar to baked products
- general properties of eggs, egg substitutes and coagulation
- purpose of eggs in baked products, including leavening, tenderising, emulsifying, thickening, to add moisture, colour and nutrition and to provide structure, texture and flavour

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- egg parts and typical defects
- properties of nuts and typical uses in baked products
- nut allergies, including anaphylaxis
- properties of dried fruit and typical uses in baked products
- properties of herbs and spices and typical uses in baked products
- properties of colourings and flavourings and typical uses in baked products
- storage requirements to ensure quality of raw material is maintained, including the effects of temperature, moisture, contamination from other materials, allergen management, pest control
- typical analytical tests and checks to determine quality of raw materials, including observation, smell and rapid tests
- typical faults that occur in baked products as a result of ingredient treatment or integrity
- the purpose and intent of food safety legislation and control measures for physical, chemical, microbiological and allergenic risks
- Food Standards Code in relation to bakery products produced at worksite
- Common microbiological, physical, chemical and allergenic hazards that can occur when processing baked products, including the types of hazards likely to occur, the conditions under which they occur, and possible consequences
- contamination/cross-contamination and cross-contact food safety risks associated with the main ingredients used in a commercial bakery, and how each can be controlled
- cleaning and sanitisation procedures for ingredients containing allergens.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a bakery setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - bakery ingredients, including fats and oils, sugars, eggs, nuts and dried fruits, herbs and spices, colourings and flavourings
- specifications:
  - information on food safety
  - access to Food Standards Code
  - ingredient information.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC3006 Work with flours and baking additives

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to work with different types of grains, flours and leavening agents that are used to produce bakery products, including bread, pastries, cakes and biscuits.

Users should note that other baking ingredients such as eggs, sugar, fats and oils, nuts and dried fruit are included in FBPTEC3005 Work with bakery ingredients, their functions and interactions.

This unit applies to individuals who work in commercial or high volume bakeries. It typically applies to the production worker responsible for producing baked products, where a knowledge of ingredients and how they react during processing is essential for maintaining product quality and consistency and will assist with identifying common processing faults and the corrective actions to be applied.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify different flour types, their properties and uses	1.1 Identify characteristics of flour produced from different grains 1.2 Identify the purpose of flour in bakery products 1.3 Identify each component of flour, including protein quality and quantity, fibre content, starch levels and damaged starch, fats/oils, natural sugars and moisture contents 1.4 Identify the different types and/or grades of flour available to produce baked products 1.5 Identify storage requirements of flour to maintain quality 1.6 Recognise common faults that can occur in baked products that are related to flour 1.7 Identify common food safety hazards and allergies related to flour 1.8 Determine the hazards related to working with flour, and how the associated risks can be managed
2. Work with leavening agents	2.1 Identify different types of leavening agents and how they ferment in the baking process 2.2 Recognise the impact of leavening agents on baked products 2.3 Identify the storage requirements for leavening agents to ensure viability 2.4 Recognise the various ways that leavening agents can be used in baked products 2.5 Recognise common faults that can occur in baked products that are related to fermentation 2.6 Identify common food safety hazards related to leavening agents and fermentation 2.7 Determine the hazards related to working with leavening agents, and how the associated risks can be managed
3. Work with bakery additives	3.1 Identify typical additives that are used to produce baked products 3.2 Recognise the purpose of different additives and their effect on baked products 3.3 Identify the storage requirements for bakery additives to ensure viability 3.4 Recognise common faults that can occur in baked products that are related to additives 3.5 Identify common food safety hazards related to bakery additives, and how they are controlled

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.6 Determine the hazards related to working with bakery additives, and how the associated risks can be managed

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Problem-solve issues with baking process and ingredients to ensure quality outcomes
Reading	• Interpret key information from Product Information Forms (PIFs), labels, Certificates of Analyses and workplace documents
Oral communication	• Use industry terminology when referring to ingredients and their properties

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC3006 Work with flours and baking additives	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC3006 Work with flours and baking additives

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has identified the functions and properties of flours and baking additives, including for:

- at least two different types of flour
- at least two different leavening agents, and
- at least two different additives.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- different flours and their uses and suitability for different baked products:
  - baker's or strong flour
  - wholemeal flour
  - weak flours
- characteristics and differences in flour produced from a variety of new and ancient grains, and the cultivation required for successful propagation of the different crops
- general physical-chemical properties of common flours, including protein quality and quantity, fibre content, starch levels and damaged starch, fats/oils, natural sugars and moisture contents, and the impact that differing properties have on processing and finished product
- key properties of wet and dry leavening agents and how each should be stored to maintain health, viability and integrity
- principles of fermentation
- typical additives used in baking, and their purpose

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- storage requirements to ensure quality of product is maintained, including the effects of temperature, moisture, contamination from other materials, allergen management, pest control
- typical analytical tests and checks to determine quality of flour and additives, including observation, smell and rapid tests
- typical faults that occur in baked products as a result of flour and additive ingredient treatment or integrity
- the purpose and intent of food safety legislation and control measures for physical, chemical, microbiological and allergenic risks
- Food Standards Code in relation to product and site
- Common microbiological, physical, chemical and allergenic hazards that can occur when processing baked products, including the types of hazards likely to occur, the conditions under which they occur, and possible consequences
- contamination/cross-contamination and cross-contact food safety risks associated with flour and additives used in a commercial bakery, and how each can be controlled
- cleaning and sanitisation procedures for ingredients containing allergens.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a bakery setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - a variety of flours and additives
- specifications:
  - information on food safety
  - access to Food Standards Code
  - ingredient information.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4003 Control food contamination and spoilage

Modification History

Release	Comments
Release 3	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 4.0.
Release 2	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to control contamination and spoilage in food or beverages, and to manage food safety using cleaning and sanitation programs.

The unit applies to workers who oversee food contamination control measures across a food or beverage production or processing site or facility.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and apply legal responsibilities to produce quality, safe food and/or beverages	1.1 Identify legal and regulatory responsibilities for producing safe food and/or beverages 1.2 Identify legal, workplace and customer quality standards for food and/or beverage products 1.3 Ensure food safety and quality practices are applied to food and/or beverage preparation, processing and storage
2. Identify common causes of food poisoning and contamination	2.1 Identify food-borne pathogens and contamination that can occur in processed food and/or beverages 2.2 Trace patterns of actual or potential contamination and spoilage through processing, storage and shelf-life for a given product 2.3 Identify conditions required for contamination to occur 2.4 Analyse results of tests to detect the presence of contamination and related conditions
3. Manage control measures to eliminate or minimise the risk of contamination	3.1 Apply control measures when receiving, handling, processing, storing and transporting food and/or beverages to meet identified legal and workplace standards 3.2 Document control measures used to prevent food contamination and spoilage
4. Manage cleaning and sanitation regimes	4.1 Identify application methods, materials, labour and equipment requirements of common cleaners and sanitisers used in the food and/or beverage industry 4.2 Assess cleaning and sanitation methods, materials and regimes for their effectiveness and environmental impact 4.3 Select appropriate cleaning and sanitation methods to suit products and processes ensuring minimal risk of contamination and environmental impact 4.4 Establish inspection or test methods to confirm effectiveness of cleaning and sanitation program 4.5 Document and communicate responsibilities for cleaning and sanitation

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Analyse legal and workplace documentation, and consolidate information to determine controls to prevent contamination and spoilage of food and/or beverages
Numeracy	• Perform mathematical calculations to check, interpret and confirm results of food safety tests
Oral communication	• Use collaborative and inclusive techniques to convey and clarify information
Get the work done	• Apply systematic and analytical decision-making processes for complex and non-routine situations • Problem-solve issues, drawing on past experience and research

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4003 Control food contamination and spoilage Release 3	FBPTEC4003 Control food contamination and spoilage Release 2	Minor wording changes in Performance Criteria and Foundation Skills	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4003 Control food contamination and spoilage

Modification History

Release	Comments
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Release 2	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively controlled food contamination and spoilage, including:

- identifying contamination and/or spoilage in at least three different processed food and/or beverage samples
- determining likely causes of non-conformance of ingredients/raw materials
- analysing the results of tests to identify contamination and/or spoilage
- identifying and applying legal, workplace and quality standards for food and/or beverage products
- recognising indicators of unacceptable (or non-conforming) processing, handling and/or storage outcomes
- managing control measures used to address risks of food and/or beverage contamination
- managing cleaning procedures to ensure workplace standards meet food safety requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic composition and function of each main raw material/ingredient used, such as awareness of ingredient grades or types

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- common causes of contamination/unacceptable quality of raw materials/ingredients, relevant to work role
- practical application of science to hygiene and sanitation in the workplace, relevant to job role
- methods used to confirm quality standard, such as accessing information (e.g. certificates of analysis and/or laboratory clearance information)
- Food Standards Code for safe food production
- definitions of and techniques for cleaning and sanitation
- the effect of variation in raw materials/ingredients on processing stages and final product outcome, including factors likely to cause variation, and scope to adjust or correct for variation at each processing stage
- how time and temperature impact on the growth of microorganisms
- appropriate handling and storage requirements for raw materials/ingredients and final product, and the effect of failing to meet required storage conditions
- the changes and reactions that occur through processing stages, including the signs and symptoms of poor/unacceptable processing or equipment operation
- factors that affect the shelf-life of product
- the inter-relationships between processing stages and the effect of variation in processing parameters on process outcome and on final product, including factors likely to cause variation, and scope to adjust or correct for variation at subsequent process stages
- procedures for identifying and isolating non-conforming product
- troubleshooting information and techniques
- procedures and related documentation required to amend or introduce a new method or procedure, such as short-term procedures for amending or updating specifications and processing parameters
- reporting requirements and responsibilities
- test methods to confirm raw material/ingredient and/or final product quality characteristics where relevant.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - samples of contaminated and spoiled food and/or beverages
  - cleaning and sanitation equipment
- specifications:
  - methods to detect contamination and spoilage
  - food safety plan and related information, including operating procedures, cleaning and sanitation regimes/plans
  - cleaning and sanitation methods and procedures.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPTEC4012 Manage raw materials

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to receive, handle and store raw materials that will be used in the production of food and/or beverages.

This unit applies to workers who have responsibility for overseeing the production of food and/or beverages and the quality assurance requirements associated with those products.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify quality parameters for raw materials	1.1 Identify raw materials required to produce end product 1.2 Identify key quality attributes of raw materials 1.3 Identify compliance issues associated with each raw material 1.4 Identify hazards associated with each raw material

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.5 Develop key raw material product specifications
2. Research suppliers of raw materials	2.1 Identify suppliers of raw materials relevant to end product 2.2 Investigate potential suppliers' capability and capacity to supply consistent quality raw materials 2.3 Identify costs and delivery methods 2.4 Order raw materials
3. Receive raw materials	3.1 Check details of order for raw materials 3.2 Compare order details to details on delivery docket 3.3 Check quality of raw material meets specifications 3.4 Take action to respond to out-of-specification materials 3.5 Perform basic analytical tests on raw materials 3.6 Confirm raw materials meet processing requirements 3.7 Receive raw materials for processing that meet quality requirements 3.8 Record delivery of raw materials, in line with workplace procedures
4. Handle raw materials	4.1 Identify risks and hazards of handling raw materials specific to job role 4.2 Wear appropriate personal protective equipment to manage risks 4.3 Use appropriate equipment to move raw materials to storage area
5. Monitor and store raw materials	5.1 Check storage conditions meet quality requirements 5.2 Ensure stock is rotated so that older stock is used before new stock 5.3 Adjust storage conditions that do not meet quality requirements 5.4 Monitor storage to ensure quality of raw material is maintained 5.5 Maintain records of storage conditions and quantities 5.6 Re-order raw materials when stocks are low, in line with workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy skills	• Interpret readings of gauges and scales for temperature, moisture • Use areas (m2), weight (g, kg, T) and volumes (ml, L, m3, ML, GL) to describe product quantities
Get the work done	• Problem-solve issues with raw materials and storage as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4012 Manage raw materials	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4012 Manage raw materials

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed raw materials for processing food or beverage products, including:

- assessed at least one supplier of raw materials
- develop product specification
- checked quality of two different raw materials to be received
- responded to out-of-specification materials
- handled and stored two different raw materials to maintain quality.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- raw materials used in production of food and/or beverages, relevant to job role
- specifications for raw materials relevant to end product
- compliance issues and/or hazards that may occur in relevant raw materials, such as microbiological, chemical, physical, allergens, regulatory, quality
- typical analytical tests and checks to determine quality of raw materials, including observation, smell and rapid tests
- range of actions to take in response to out-of-specification materials, including rejecting order, adjusting processing requirements
- methods to determine water quality
- Certificates of Analysis for raw materials, and their purpose
- storage requirements to ensure quality of raw material is maintained
- safe work practices to handle raw materials, relevant to job role
- workplace and/or legal traceability requirements
- safe work requirements relevant to the job role.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real fermented food or beverage processing environment
- resources, equipment and materials:
  - raw materials relevant to food and/or beverage processing environment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4013 Manage wort production for brewing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to manage the production of wort that will be fermented and used in the production of beer.

This unit applies to workers who have responsibility for overseeing the production of wort for fermented beverages and the quality assurance requirements associated with those products. It may include supervising the work of others.

Legislative requirements relating to producing alcohol apply to this unit. Users are advised to check current requirements with the Australian Taxation Office and state/territory liquor licensing and health agencies.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to produce wort	1.1 Identify and apply standards, regulations and guidance materials that cover the risks associated with working in hazardous environments, including potentially explosive environments, dust, heat and steam 1.2 Wear appropriate personal protective equipment (PPE) to ensure personal safety

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Apply effective clean-in-place (CIP) and sanitation procedures 1.4 Identify specification for product 1.5 Ensure adequate quantities of raw materials for specification 1.6 Check quality of raw materials meets quality specifications and record details
2. Mill grain	2.1 Set mill to crush malted grain to specification 2.2 Carry out test run to ensure malt is crushed to specification 2.3 Operate mill to crush malt and produce grist
3. Convert mash	3.1 Transfer grist to mash tun 3.2 Set water level, temperature and time in line with product specification, to convert starches to sugars 3.3 Operate mash tun to produce and convert mash 3.4 Monitor quality of mash using simple tests 3.5 Analyse test results and adjust process as required
4. Separate mash	4.1 Transfer mash into separation vessel 4.2 Monitor separation process by using simple tests 4.3 Dispose of spent grist in line with environmental requirements 4.4 Complete processing and batch records in line with workplace procedures
5. Boil wort	5.1 Transfer wort into kettle 5.2 Set temperature of kettle for controlled boil 5.3 Add hops and adjuncts to influence flavour, in line with specifications 5.4 Monitor quality of wort using simple tests 5.5 Analyse test results and adjust process as required 5.6 Complete processing and batch records to ensure traceability
6. Cast wort	6.1 Set operating parameters of equipment for wort transfer to cellar/fermentation vessel 6.2 Monitor quality of wort using simple tests 6.3 Analyse test results and adjust process as required

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	6.4 Cool and oxygenate wort to fermentation specification 6.5 Complete processing and batch records to ensure traceability
7. Conduct housekeeping activities	7.1 Clean equipment and work area in line with workplace procedures 7.2 Conduct routine maintenance activities 7.3 Dispose of waste in line with regulatory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Measure and record weight of raw materials and volume of wort (using kg, L and hL) • Accurately read and interpret gauges and test results
Get the work done	• Identify changes in quality of product and trace source

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4013 Manage wort production for brewing	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4013 Manage wort production for brewing

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed the production of one batch of wort that meets product specification, including:

- addressing risks and managing hazards
- taking samples to monitor quality
- completing batch records in line with workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of milling grain to expose starchy material in the husk
- problems created from grain that is too heavily crushed or milled
- stage and changes that occur during wort production
- purpose of malt, hops, water, adjuncts and the preparation procedure
- quality characteristics and uses of end product and output
- typical tests carried out on wort to check pH, bitterness, colour
- instruments used for testing and how each is calibrated and certified
- procedures and equipment used for transfer operations, including pumps, membranes, hoses, valves, control instruments
- formulae and calculations used in recipe design in order to adjust process as required
- isomerisation of hops
- roles of enzymes in mash process, particularly alpha and beta amylase
- equipment and instrumentation components, purpose and operation
- cleaning, sanitisation and sterilisation procedures and purpose
- significance and method of monitoring control points within the equipment operation
- common causes of variation and corrective action required

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- hazards and controls, including manual handling, working with dust, potential for explosion when working with grain and milling, risks of burns when working with heat and steam
- routine maintenance requirements
- waste handling and disposal requirements
- hazards and controls, including manual handling, working with ethanol and flammable substances
- Australian Standards, legislation, regulations and workplace licence requirements related to working in hazardous and potentially explosive environments
- Food Standards Code in relation to brewing
- Australian Taxation Office (ATO) requirements for excise
- recording requirements for traceability of product and ATO regulations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - raw materials for wort production
  - access to equipment for production of wort
  - testing equipment
  - safety equipment and personal protective equipment (PPE)
- specifications:
  - product specifications.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4014 Manage cellar operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceuticals Training Package version 3.0.

Application

This unit of competency describes the skills and knowledge required to manage cellar operations for the production of a fermented beverage.

This unit applies to those workers who have responsibility for overseeing the cellar operations of fermented beverages and the quality assurance requirements associated with those products. It may include supervising the work of others.

Legislative requirements relating to producing alcohol apply to this unit. Users are advised to check current requirements with the Australian Tax Office and state / territory liquor licensing and health agencies.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Ferment wort	1.1 Identify and apply standards, regulations and guidance materials that cover the risks associated with working hazardous environments, including explosive environments, confined spaces, working with CO2 and working at heights 1.2 Identify specification for product

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Sanitise or clean-in-place (CIP) fermentation vessel 1.4 Transfer wort to fermentation vessel 1.5 Prepare and pitch yeast 1.6 Add adjuncts, in line with specification for final product 1.7 Set time and temperature for fermentation 1.8 Allow wort to ferment for specified time to produce alcohol and flavour 1.9 Conduct standard tests to check product development 1.10 Analyse test results and adjust process as required 1.11 Monitor and record fermentation process 1.12 Complete processing and batch records to ensure traceability
2. Mature fermented beverage	2.1 Sanitise maturation vessel, as required of process 2.2 Transfer product to maturation vessel, as required of process 2.3 Set time and temperature for maturation to allow yeast to propagate and flavours to develop 2.4 Dry hop as required to product specification 2.5 Add processing aids as required of product specification 2.6 Conduct standard tests to monitor quality and flavour of product 2.7 Analyse test results and adjust process as required 2.8 Complete processing and batch records to ensure traceability
3. Conduct housekeeping activities	3.1 Clean equipment and work area in line with workplace procedures 3.2 Conduct routine maintenance activities 3.3 Dispose of waste in line with regulatory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Numeracy	• Accurately read and interpret gauges and test results
Get the work done	• Identify changes in quality of product and trace source

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4014 Manage cellar operations	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4014 Manage cellar operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceuticals Training Package version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed cellar operations for the production of fermented beverages to meet specification, on at least one occasion.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purposes of each stage of cellaring operation
- stages and changes required for equipment operation, specific to product
- yeast handling parameters
- adjuncts typically added to end product, their effects and handling parameters
- quality characteristics and uses of end product and output
- materials preparation requirements and effect of variation on the equipment operation
- typical tests carried out on wort to check pH, alcohol, bitterness, colour, yeast count
- instruments used for testing and how each is calibrated
- procedures and equipment used for transfer operations, including pumps, membranes, hoses valves, control instruments
- dry hops techniques, as required for product
- equipment and instrumentation components, purpose and operation
- significance and method of monitoring control points within the equipment operation
- common causes of variation and corrective action required
- sanitisation and clean-in-place procedures and purpose
- hazards and controls, including manual handling, working with ethanol, working in confined spaces and with pressure vessels
- waste handling requirements and procedures
- routine maintenance requirements

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- Australian Standards, legislation, regulations and workplace licence requirements related to the production and storage of alcohol
- Food Standards Code in relation to production of beverages
- legislation, regulation and workplace licence requirements related to the production of alcohol, Australian Taxation Office (ATO) in relation to excise tax, waste disposal
- recording requirements for traceability of product and taxation office requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - wort
  - fermentation, maturation tanks
  - testing equipment
- specifications:
  - product specifications.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4015 Manage and propagate yeast

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to select, propagate and store yeast for the production of fermented beverages.

This unit applies to those workers who have responsibility for overseeing the cellar operations of fermented beverages and the quality assurance requirements associated with those products. It may include supervising the work of others.

Legislative requirements relating to producing alcohol apply to this unit. Users are advised to check current requirements with the Australian Tax Office and state / territory liquor licensing and health agencies.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select yeast variety	1.1 Identify key properties of yeast and different strains 1.2 Determine whether dry yeast to liquid yeast suits need 1.3 Identify nutritional needs of yeast 1.4 Establish yeast health, viability and vitality

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.5 Identify storage requirements of yeast
2. Propagate yeast	2.1 Identify and confirm propagation requirements 2.2 Sterilise equipment and follow safe work practices 2.3 Prepare yeast propagation media ensuring availability of nutrients 2.4 Inoculate yeast culture ensuring aseptic techniques and incubate in specified conditions 2.5 Monitor yeast count or yeast by weight, viability and vitality 2.6 Perform microbiological techniques and methods to ensure a pure yeast culture
3. Maintain and monitor the propagation process	3.1 Select, clean and sterilise equipment according to workplace health and safety and food safety procedures 3.2 Conduct transfer operations to meet propagation requirements 3.3 Add yeast to wort at specified ratio 3.4 Make scale-up additions to ensure optimum performance 3.5 Monitor time, temperature and nutrients to ensure propagation 3.6 Conduct standard tests to monitor quality and flavour of product 3.7 Identify and rectify out-of-specification product, process and equipment performance 3.8 Identify different propagation equipment and methods
4. Harvest yeast	4.1 Evaluate yeast slurry for harvesting 4.2 Identify different yeast harvest methods 4.3 Store yeast for re-use

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret production and process information from a variety of

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Skill	Description
	workplace documents
Numeracy	• Perform counts on samples using grids • Interpret and apply dilution ratios • Log and track yeast counts • Calculations to determine concentrations of extract as a percentage by weight (Degrees Plato)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4015 Manage and propagate yeast	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4015 Manage and propagate yeast

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed and propagated yeast processes for the production of fermented beverages to specification, for at least one fermented beverage, including:

- handling yeast to maintain its health and viability
- determining how much yeast to pitch
- carrying out a yeast count
- monitoring the yeast propagation process
- storing yeast to maintain its health and viability.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- different types and strains of yeast used to make fermented beverages, including wild yeast
- technical sheets for yeast products
- yeast culture propagation requirements, including time, temperature and nutrition
- how yeast grows
- good practice for yeast handling
- methods for carrying out a yeast count
- purpose and principles of propagating yeast cultures
- relationship of propagation to alcoholic fermentation
- stages and changes that occur during culture propagation
- effect of process stages on end product
- quality characteristics and uses of yeast cultures
- main methods used in propagating yeast for beer or spirit production

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- the fermentation reaction for yeast cultures
- specific gravity of wort at different stages during fermentation
- techniques that may be used to manipulate the propagation process and end product characteristics, including:
  - temperature
  - yeast strain
  - wort stream
  - wort gravity
  - additions (nutrients)
  - oxygen
  - pitching rates
- process specifications, procedures and operating parameters relevant to beer or spirit yeast propagation
- equipment and instrumentation components, purpose and operation required for yeast propagation processes
- services used in brewer's or distiller's yeast propagation processes
- significance and method of monitoring control points within the process
- common causes of variation with equipment and corrective action required
- work health and safety hazards and controls for handling and propagating yeast processes
- waste handling requirements and procedures for yeast propagation processes
- recording requirements of yeast processing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a beverage production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - different varieties of yeast
  - propagation and fermentation equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4016 Produce fruit-based wash for distillation

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to prepare and ferment a wash for the distillation of spirit made from raw materials such as fruit and vegetables.

This unit applies to workers who have responsibility for overseeing the operations of fermented beverages and the quality assurance requirements associated with those products. It may include supervising the work of others.

Legislative requirements relating to producing alcohol apply to this unit. Users are advised to check current requirements with the Australian Taxation Office, state/territory liquor licensing and health agencies.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to produce wash	1.1 Identify standards, regulations and guidance materials that cover the requirements of producing wash for distillation 1.2 Identify hazards and manage risks associated with producing wash 1.3 Identify product to be achieved through distillation 1.4 Identify requirements of wash for specific product

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.5 Identify hazards of producing wash and manage risks
2. Produce wash	2.1 Prepare raw materials by crushing, or method specific to product 2.2 Sanitise tank 2.3 Prepare and pitch yeast 2.4 Add crushed raw materials and/or water, yeast and adjuncts to sanitised tank
3. Ferment wash	3.1 Set time and temperature for fermentation to allow flavours to develop 3.2 Allow beverage to ferment 3.3 Conduct standard tests to monitor sugar, alcohol content, quality and flavour of product 3.4 Analyse test results and adjust process as required 3.5 Complete processing and batch records to ensure traceability
4. Remove potential threats from wash	4.1 Allow solid particles to settle to bottom of fermentation vessel 4.2 Remove unwanted solid participles or threats from wash, as required 4.3 Transfer wash to sanitised holding tank 4.4 Conduct standard tests to check quality of product and conditions in tank 4.5 Analyse test results and adjust process as required 4.6 Complete processing and batch records to ensure traceability
5. Conduct housekeeping activities	5.1 Clean equipment and work area in line with workplace procedures 5.2 Conduct routine maintenance activities 5.3 Dispose of waste in line with regulatory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Numeracy	• Accurately read and interpret gauges and test results
Get the work done	• Identify changes in quality of product and trace source

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4016 Produce fruit-based wash for distillation	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4016 Produce fruit-based wash for distillation

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed the production of one batch of fruit-based wash, to meet product specification, including:

- taking samples to monitor quality
- completing batch records in line with workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purposes of each stage of preparing and producing wash
- uses of different types of wash, including fruit/sugar/molasses sugar wash
- stages and changes required for equipment operation, specific to wash
- quality characteristics and uses of end product and output
- materials preparation requirements and effect of variation on the equipment operation
- typical tests carried out on wash to check pH, alcohol, colour, yeast count
- instruments used for testing and how each is calibrated
- procedures and equipment used for transfer operations, including pumps, membranes, hoses, valves, control instruments
- significance and method of monitoring control points within the equipment operation
- common causes of variation and corrective action required
- sanitisation and clean-in-place procedures and purpose
- hazards and controls, including manual handling
- waste handling requirements
- Food Standards Code in relation to the production of beverages
- recording requirements for traceability of product and Australian Taxation Office (ATO) regulations.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - raw materials specific to end product
  - fermentation vessel
- specifications:
  - product specifications.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4017 Produce grain-based wash for distillation

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to manage the production of grain-based wash that will be used to distil brown spirits.

This unit applies to workers who have responsibility for overseeing the production wash for fermented beverages and the quality assurance requirements associated with those products. It may include supervising the work of others.

Legislative requirements relating to producing alcohol apply to this unit. Users are advised to check current requirements with the Australian Taxation Office and state/territory liquor licensing and health agencies.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to produce wash	1.1 Identify standards, regulations and guidance materials that cover the requirements of working in hazardous and potentially explosive environments 1.2 Identify hazards and manage risks associated with producing wash, including dust, heat and steam 1.3 Wear appropriate personal protective equipment (PPE) to ensure

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	personal safety 1.4 Identify specification for product 1.5 Check quality of raw materials meets quality specifications
2. Mill grain	2.1 Set mill to crush malted grain to specification 2.2 Carry out test run to ensure malt is crushed to specification 2.3 Operate mill to crush malt and produce grist
3. Convert mash	3.1 Transfer grist to mash tun 3.2 Set water level, temperature and time in line with product specification, to convert starches to sugars 3.3 Operate mash tun to produce and convert mash 3.4 Monitor quality of mash using simple tests 3.5 Analyse test results and adjust process as required
4. Separate mash	4.1 Transfer mash into separation vessel 4.2 Monitor separation process by using simple tests 4.3 Dispose of grain husks in line with environmental requirements 4.4 Complete processing and batch records to ensure traceability
5. Conduct housekeeping activities	5.1 Clean equipment and work area in line with workplace procedures 5.2 Conduct routine maintenance activities 5.3 Dispose of waste in line with regulatory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Measure and record weight of raw materials and volume of wash (using kg and L) • Accurately read and interpret gauges and test results

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Skill	Description
Get the work done	• Identify changes in quality of product and trace source

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4017 Produce grain-based wash for distillation	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4017 Produce grain-based wash for distillation

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed the production of one batch of grain-based wash, to meet product specification, including:

- taking samples to monitor quality
- completing batch records in line with workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of milling grain to expose starchy material in the husk
- problems created from grain that is too heavily crushed or milled
- stages and changes that occur during grain-based wash production
- quality characteristics and uses of end product and output
- typical tests carried out on wash to check pH, bitterness, colour
- instruments used for testing and how each is calibrated
- procedures and equipment used for transfer operations, including pumps, membranes, hoses, valves, control instruments
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- sanitisation procedures and purpose
- significance and method of monitoring control points within the equipment operation
- common causes of variation and corrective action required
- hazards and controls, including manual handling and working with dust, heat and steam
- routine maintenance requirements
- waste handling and disposal requirements
- Food Standards Code in relation to production of beverages

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- Australian Standards, legislation, regulations and workplace licence requirements related to working in hazardous and potentially explosive environments
- Australian Taxation Office (ATO) requirements for excise
- recording requirements for traceability of product and ATO regulations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - raw materials for grain-based wash production
  - access to equipment for production of grain-based wash
  - testing equipment
- specifications:
  - product specifications.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4018 Manage still operations to produce white spirits

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

Application

This unit of competency describes the skills and knowledge required to oversee the operations of a still, to produce batches of white spirit such as gin and vodka.

This unit applies to those workers who have responsibility for overseeing the production of spirits and the quality assurance requirements associated with those products. It may include supervising the work of others.

Legislative requirements relating to distilling alcohol apply to this unit. Users are advised to check current requirements with the Australian Tax Office and state / territory liquor licensing and health agencies.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for distillation	1.1 Identify standards, regulations and guidance materials that cover the requirements of working with ethanol in hazardous and explosive environments 1.2 Identify hazards associated with still operations and manage risks 1.3 Wear appropriate personal protective equipment (PPE) to ensure

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	personal safety 1.4 Identify specification for product 1.5 Receive product to be distilled and check quality meets specifications 1.6 Prepare spirit for distillation, including steeping botanicals where required for end product 1.7 Prepare still for operation including botanicals where required for product 1.8 Prepare receival vessels for different parts of still run 1.9 Prepare to record distillation details in line with regulatory requirements
2. Operate still to distil spirit	2.1 Transfer spirit to pot of still 2.2 Place alcohol receival vessel to collect distillate 2.3 Monitor temperature of distillate to determine alcohol content of distillate 2.4 Cut flow of distillate at specified points to collect heads, hearts and tails 2.5 Conduct sensory analysis tests to monitor alcohol content and quality of product 2.6 Complete processing and batch records to ensure traceability 2.7 Conduct second distillation run as required for specific product
3. Conduct housekeeping activities	3.1 Identify options for use of head and tails of still run 3.2 Clean equipment and work area in line with workplace procedures 3.3 Conduct routine maintenance activities 3.4 Dispose of waste in line with regulatory requirements 3.5 Complete batch records in line with workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Oral communication	• Use industry and product appropriate terminology
Numeracy	• Accurately read and interpret gauges and test results • Calculations to determine alcohol by volume (ABV) based on gravity change

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4018 Manage still operations to produce white spirits	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4018 Manage still operations to produce white spirits

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed still operations to collect spirit in line with pre-determined specifications for a white spirit, on at least one occasion.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- white spirits typically distilled including gin and vodka
- definitions of gin and vodka
- types of wash/spirit typically used to produce white spirits
- products that are typically distilled
- different methods used for distilling spirits
- shape and parts of a still and their purpose
- critical differences between a pot still and a column still
- purposes of first and subsequent distillations
- alcohol boiling points
- quality and characteristics of different parts of the still run, including heads, hearts and tails
- harmful chemicals that are produced through distillation, including methanol, and boiling point
- alcohol content of different parts of the still run
- stages and changes required for equipment operation, specific to product
- typical tests carried out to check alcohol content, flavour and quality
- sensory analysis techniques to determine parts of distillation run
- instruments used for testing and how each is calibrated, such as hydrometer, alchometer
- methods for adding to botanicals to spirits, relevant to still used

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- sensory features of commonly used botanicals
- options for using heads and tails of distillation run
- procedures and equipment used for transfer operations
- common causes of variation to product and corrective action required
- hazards, risks and controls, including for working with explosive atmosphere, heat, steam and ethanol
- routine maintenance requirements
- waste handling and disposal requirements
- Australian Standards, legislation, regulations and workplace licence requirements related to the production and storage of alcohol
- legislation, regulation and workplace licence requirements related to distilled spirits, including license to operate a still, Australian Taxation Office (ATO) in relation to excise tax, waste disposal
- recording requirements for traceability of product and ATO requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - wash/spirit to be distilled
  - still
  - testing equipment
  - safety equipment, including personal protective equipment (PPE)
- specifications:
  - product specifications for white spirit.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4019 Manage still operations to produce brown spirits

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

Application

This unit of competency describes the skills and knowledge required to oversee the operations of a still, to produce batches of spirit to be aged in wood, such as whiskey and rum.

This unit applies to those workers who have responsibility for overseeing the production of spirits and the quality assurance requirements associated with those products. It may include supervising the work of others.

Legislative requirements relating to distilling alcohol apply to this unit. Users are advised to check current requirements with the Australian Tax Office and state / territory liquor licensing and health agencies.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for distillation	1.1 Identify standards, regulations and guidance materials that cover the requirements of working with ethanol in hazardous and explosive environments 1.2 Identify hazards associated with still operations and manage risks 1.3 Wear appropriate personal protective equipment (PPE) to ensure

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	personal safety 1.4 Identify specification for product 1.5 Receive product to be distilled and check quality meets specifications 1.6 Prepare still for operation 1.7 Prepare receival vessel to collect low wine 1.8 Prepare to record distillation details in line with regulatory requirements
2. Operate still to distil spirit	2.1 Transfer wash into the wash still 2.2 Distil wash to produce low wine, collected into receival vessel 2.3 Transfer low wine collected and heads and tails into the spirit still 2.4 Prepare alcohol receival vessel to collect distillate 2.5 Distil low wine and monitor the alcohol content of distillate throughout the distillation run 2.6 Cut flow of distillate at specified points to collect heads, hearts and tails 2.7 Conduct sensory analysis tests and monitor alcohol content and quality of product 2.8 Complete processing and batch records to ensure traceability 2.9 Conduct second distillation run as required for specific product
3. Conduct housekeeping activities	3.1 Identify options for use of head and tails of still run 3.2 Clean equipment and work area in line with workplace procedures 3.3 Conduct routine maintenance activities 3.4 Dispose of waste in line with regulatory requirements 3.5 Complete batch records in line with workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Oral communication	• Use industry and product appropriate terminology
Numeracy	• Accurately read and interpret gauges and test results • Calculations to determine alcohol by volume (ABV) based on gravity change

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4019 Manage still operations to produce brown spirits	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4019 Manage still operations to produce brown spirits

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed still operations to collect spirit in line with pre-determined specifications for a brown spirit, on at least one occasion.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- brown spirits typically distilled and aged in wooden casks
- definitions of whiskey, rum and brandy
- types of wash typically used to produce brown spirits
- different methods used for distilling spirits
- shape and parts of a still and their purpose
- critical differences between a pot still and a column still
- purposes of first and subsequent distillations
- alcohol boiling points
- quality and characteristics of different parts of the still run, including heads, hearts and tails
- harmful chemicals that are produced through distillation, including methanol, and boiling point
- alcohol content of different parts of the still run
- stages and changes required for equipment operation, specific to product
- typical tests carried out to check alcohol content, flavour and quality
- sensory analysis techniques to determine parts of distillation run
- instruments used for testing and how each is calibrated, such as hydrometer, alchometer
- options for using heads and tails of distillation run
- procedures and equipment used for transfer operations

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- common causes of variation to product and corrective action required
- hazards, risks and controls, including for working with explosive atmosphere, heat, steam and ethanol
- routine maintenance requirements
- waste handling and disposal requirements
- Australian Standards, legislation, regulations and workplace licence requirements related to the production and storage of alcohol
- legislation, regulation and workplace licence requirements related to distilled spirits, including license to operate a still, Australian Taxation Office (ATO) in relation to excise tax, waste disposal
- recording requirements for traceability of product and ATO requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - wash to be distilled
  - still
  - testing equipment
  - safety equipment, including personal protective equipment (PPE)
- specifications:
  - product specifications for brown spirit.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4020 Blend spirits

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

Application

This unit of competency describes the skills and knowledge required to manage the blending of spirits such as whisky and gin, and liqueurs.

This unit applies to those workers who have responsibility for overseeing the blending of distilled spirits and the quality assurance requirements associated with those products. It may include supervising the work of others.

Legislative requirements relating to producing alcohol apply to this unit. Users are advised to check current requirements with the Australian Tax Office and state / territory liquor licensing and health agencies.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to blend spirit	1.1 Identify standards, regulations and guidance materials that cover the requirements of working in a distillery 1.2 Identify hazards and manage risks associated with working with spirits 1.3 Take samples of spirit from barrels or containers

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Test samples to identify colour, alcohol content, flavour and aromas 1.5 Prepare water for cutting spirit 1.6 Record test results of batches for traceability
2. Identify requirements of end product	2.1 Identify flavour profiles for end product 2.2 Blend trial product from sampled containers 2.3 Compare results of trial to profile for end product 2.4 Adjust trial blend until flavour profile matches profile for end product 2.5 Check alcohol profile and cut with water as required, to meet specification for end product and regulations
3. Blend spirit	3.1 Identify quantity of end product required 3.2 Identify quantities of spirit required for blending 3.3 Use safe manual handling techniques where required 3.4 Measure and transfer spirits and water into blending vessel 3.5 Take samples of blend and conduct tests to ensure blend meets specification 3.6 Adjust blend as required 3.7 Record results of tests for traceability

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Accurately measure volumes of spirit • Calculations to determine alcohol by volume (ABV) based on gravity change
Get the work done	• Identify any changes in quality of product and trace source

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4020 Blend spirits	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4020 Blend spirits

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has blended spirits to meet requirements of a pre-determined specification, on at least two occasions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomy, physiology and functions of taste and smell to determine sample appearance, texture, aroma and flavour
- the primary flavour characteristics of sweet/sour, umamic and bitter/salty
- interaction of sensory activity including the interaction between taste and smell, and effect of temperature on samples
- associated characteristics of mouth feel and appearance
- methods for blending spirits and liqueurs
- how to determine quality of water for blending
- quality characteristics of end product and output
- typical tests carried out to check alcohol content, flavour and quality
- methods to reduce or increase alcohol content
- instruments used for testing and how each is calibrated, such as hydrometer, alchometer
- sanitisation procedures and purpose
- common causes of variation and corrective action required
- hazards and controls, including manual handling and working with ethanol
- legislation, regulation and workplace licence requirements related to the production of alcohol, Australian Taxation Office (ATO) in relation to excise tax
- ATO definitions of brandy, whisky, rum, other excisable beverages
- recording requirements for traceability of product and Australian Taxation Office (ATO) regulations.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - spirits for blending
  - testing equipment
  - lifting and handling equipment
- specifications:
  - product specifications.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4021 Apply regulatory requirements to the production of alcoholic beverages

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

Application

This unit of competency describes the skills and knowledge required to ensure that the production of alcoholic beverages complies with legislation and regulations, particularly with obligations related to excise.

The unit applies to individuals who may not be directly responsible for designing procedures for compliance with legislation, but who should be aware of the existence of legislation, its intent and the arrangements in place to ensure compliance.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify legal requirements of alcoholic beverage production	1.1 Identify legislation and regulations relevant to the production of alcohol type produced at facility

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Investigate purpose and intent of regulatory requirements 1.3 Identify roles and responsibilities of authorities responsible for administering requirements 1.4 Identify requirements of alcoholic beverage producers, including licencing requirements where required 1.5 Review workplace procedures to ensure compliance with legal requirements 1.6 Determine appropriate method to establish dutiable quantities
2. Complete records to comply with legal requirements	2.1 Record details of raw materials used to manufacture excisable products 2.2 Record fermentation details for each batch 2.3 Record distillation or brew house details for each batch 2.4 Record dilution details for each batch 2.5 Record bulk storage details that traces excisable product as it moves in and out of bulk vessels, including any spillage and processing losses 2.6 Record packaging details for product run 2.7 Record packaged stock records that trace product as it moves in and out of underbond package storage area 2.8 Maintain calibration schedules for measuring equipment

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Analyse compliance and legal documentation from a variety of sources to determine compliance requirements
Numeracy	• Calculation to determine dutiable quantity of alcohol (litres x strength = Lals) • Calculations to determine excise duty payable (volume x strength = dutiable litres of alcohol, dutiable litres of alcohol x excise duty

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Skill	Description
	rate = duty payable) • Measure accurately using L, mL • Determine container fill tolerances

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4021 Apply regulatory requirements to the production of alcoholic beverages	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4021 Apply regulatory requirements to the production of alcoholic beverages

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively monitored the production of alcoholic beverages to ensure compliance with legislation, including:

- identifying legal requirements that apply to the production of at least one alcoholic beverage
- accurately completing records for the production of at least one type of alcoholic beverage, including records that cover:
  - raw materials
  - fermentation
  - brew house or distillation
  - bulk storage
  - packaging
  - packaged stock.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the legal responsibilities of an alcoholic beverage manufacturing company as they relate to excise, product content and packaging, trade measurements:
  - *Excise Tariff Act 1921*
  - *Excise Act 1901* and *Excise Regulation 2015*
  - National Measurement Act 1960 and the National Trade Measurement Regulations 2009 (trade measurement law)
  - Food Standards Code
- authorities responsible for administering the legislation and their roles

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- Australian Taxation Office (ATO) guidelines to clarify excise requirements (available at the ATO website)
- requirement to hold a licence to manufacture or store underbond excisable alcohol products
- activities that the ATO consider as manufacturing for excise purposes:
  - fermentation (except for wine)
  - distillation
  - the addition of flavours and/or colours (including in-line mixing as part of packaging into bottles, cans or kegs)
  - reduction (adding water)
  - blending
  - diluting
  - denaturing spirits
  - maturation of spirits in wood
  - repackaging of duty-paid beer from bulk containers
- services provided by the National Measurement Institute including requirements of trade measurement laws for the retail sale of beer, wine and spirits
- methods to establish the volume of containers
- allowable tolerances in alcoholic strength of product
- calibration and certification testing requirements for measuring and testing equipment
- requirement for a liquor licence to sell and consume alcohol from a production site
- excise tariffs and classification of excisable alcohol products (brandy, rum, whisky, wine, other excisable beverage)
- excise rates for alcohol product manufactured at specified site
- when excise duty is imposed and how it is acquitted
- allowable methods to determine alcohol content and volume and permitted variations
- instruments used to determine alcohol content and volume of excisable good and the requirement for calibration and certification
- legal definition of brandy, whisky and rum and the requirement to be stored in wood for 2 years
- requirements of blended alcoholic spirits and the declared maturation age of the product (taken to be the youngest constituent of the spirit)
- records required by the ATO for the production excisable alcohol products, including:
  - details of raw materials used in the manufacture of excisable products
  - fermentation records
  - distillation records (only for spirits)
  - bulk storage records
  - packaging records
  - packaged stock records
- company record keeping requirements.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food processing workplace
- resources, equipment and materials:
  - alcoholic beverage production operations
- specifications:
  - workplace processes and procedures
  - relevant legislation
  - ATO resources.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4022 Prepare starter cultures for fermentation

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

Application

This unit of competency describes the skills and knowledge required to prepare for the fermentation of food or beverages, including producing a starter culture.

This unit applies to those workers who have responsibility for overseeing the production of fermented food and/or beverages and the quality assurance requirements associated with those products.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for fermented food processing, and commercial sale of food and beverage products, exist so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Set up for starter culture production	1.1 Identify hazards in the starter culture production and manage risks 1.2 Clean and sanitise equipment and environment according to workplace procedures 1.3 Identify specification for starter culture

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Confirm availability of raw materials to prepare starter 1.5 Check quality of raw materials meets specification for starter culture
2. Produce starter	2.1 Check the integrity of the yeast, bacteria and/or fungi to ensure it is clear of contamination 2.2 Inoculate cultivation medium with yeast, bacteria and/or fungi, specific to product specification 2.3 Mix medium with yeast, bacteria and/or fungi 2.4 Incubate for specified time, in line with starter culture requirements 2.5 Stop incubation process when starter medium reaches desired parameters 2.6 Record details of process for traceability, in line with organisational and regulatory requirements 2.7 Store starter for future use

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy skills	• Convert units involving multiples and submultiples • Use fractions, decimals, proportions and percentages to determine responses to results • Use volumes (ml, L) and weights (mg, g, kg) to describe product quantities • Calculate dose (mg), average mass, mass percentage, density, moisture, relative and absolute humidity • Determine ratios, such as mass to mass, mass to volume and volume to volume percentages • Calculate concentration, such as g/100mL, mg/L and dilution ml/L
Get the work done	• Think through options to identify and respond to atypical results of tests

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Skill	Description
	• Trace and source obvious cause of artefact or malfunction

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFTEC4022 Prepare starter cultures for fermentation	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4022 Prepare starter cultures for fermentation

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared for fermentation by producing two different starter cultures from the following list, each on two separate occasions, that consistently meets specifications for the product:

- yeast
- bacteria
- fungi
- yeast and bacterial symbiotic culture of bacteria and yeast (SCOBY)
- combinations of fermentation organisms above relevant to product.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- general fermented products that require a starter culture to begin the fermentation process
- ideal temperature to promote enzyme activity, relevant to starter culture
- specific starters used for different products, including yeast, bacteria, fungi, and yeast and bacterial SCOBY, or combinations of these relevant to product
- contaminants that may affect different types of starters
- natural starters versus commercial starters, including mothering process
- typical basic tests, equipment and methods relevant to starter culture preparation, such as temperature, pH and humidity
- sanitation requirements and purpose
- instruments and measurements used for typical tests relevant to product, such as thermometer probe, pH meter, hygrometer and calibration requirements for each
- acceptable parameters for typical test results
- anaerobic and aerobic pathogen risks associated with starter culture preparation

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- air circulation requirements of specific starter cultures
- possible effects of temperature fluctuations, relative humidity and air circulation on starter culture
- workplace and/or legal traceability requirements
- interpretation of test results, including simple calculations
- methods for controlling atypical outcomes of tests, relevant to process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real fermented food or beverage production environment
- resources, equipment and materials:
  - raw materials and equipment to produce starter
  - test equipment
- specifications:
  - specification for product.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4023 Control and monitor fermentation

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

Application

This unit of competency describes the skills and knowledge required to produce fermented foods or beverages.

This unit applies to those workers who have responsibility for overseeing the production of fermented food and/or beverages and the quality assurance requirements associated with those products.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for fermentation	1.1 Identify and address requirements of Food Standards Code and local health department, for product 1.2 Identify hazards in the fermentation process and manage risks 1.3 Clean and sanitise equipment and environment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Confirm availability of raw materials and starter, as required 1.5 Check quality of raw materials meets specification for end product
2. Ferment food or beverage	2.1 Inoculate food or beverage product with starter, as required and mix 2.2 Add ingredients and adjuncts, specific to product 2.3 Set time, temperature and humidity for fermentation 2.4 Control process parameters to facilitate fermentation 2.5 Conduct in-production tests to monitor progress of fermentation 2.6 Analyse test results and adjust process as required 2.7 Stop fermentation process when food or beverage reaches target food safety parameters, and desired texture, taste and appearance 2.8 Record details of process for traceability, in line with organisational and regulatory requirements 2.9 Prepare product for packaging
3. Conduct final product testing	3.1 Collect and dispatch microbiological samples to check final product is safe for market 3.2 Conduct physical tests to check final product is safe for market 3.3 Conduct chemical tests to check final product is safe for market 3.4 Record results of tests in line with regulatory requirements 3.5 Take appropriate action based on test results
4. Conduct housekeeping activities	4.1 Clean equipment and work area in line with workplace procedures 4.2 Conduct routine maintenance activities 4.3 Dispose of waste in line with regulatory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Numeracy skills	• Convert units involving multiples and submultiples • Use fractions, decimals, proportions and percentages to determine responses to results • Use volumes (ml, L) and weights (mg, g, kg) to describe product quantities • Calculate dose (mg), average mass, mass percentage, density, moisture, relative and absolute humidity • Determine ratios, such as mass to mass, mass to volume and volume to volume percentages • Calculate concentration, such as g/100mL, mg/L and dilution ml/L • Calculate salinity and water activity (Aw)
Get the work done	• Think through options to identify and respond to atypical results of tests • Trace and source obvious cause of artefact or malfunction

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4023 Control and monitor fermentation	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4023 Control and monitor fermentation

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has controlled and monitored the fermentation of six different products, utilising three different fermentation categories from the following list:

- yeast
- bacteria
- fungi
- yeast and bacteria symbiotic culture of bacteria and yeast (SCOBY)
- combinations of fermentation organisms above relevant to product.

For each category utilised, there should be two products that show consistent colour, smell, texture, taste and appearance.

There must also be evidence that the individual can identify contamination or spoilage in each of the three categories chosen.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- different starter organisms for fermentation
- licensing requirements for the production and sale of fermented food and beverage products
- specific starters used for different products, including yeast, bacteria, fungi, and yeast and bacterial SCOBY, or combinations of these relevant to product
- ideal temperature to promote successful fermentation, relevant to product
- specific starters used for different products, including SCOBY for kombucha
- natural starters versus commercial starters, and which are allowed under the Food Standards Code
- typical adjuncts added to the fermentation process

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- essential ingredients for fermentation, including salt and sugar
- typical microbiological, chemical and physical tests carried out in production and on end products
- acceptable parameters for typical test results
- interpretation of test results, including simple calculations
- risks of pathogens, fungi, parasites and bacteria associated with fermentation processes
- instruments and measurements used for typical tests including thermometer probe, pH meter, hygrometer
- calibration requirements of measuring and testing equipment
- aerobic/anaerobic requirements for specific fermentation processes
- how to sanitise equipment and where necessary, ingredients
- how changes in pH indicate success or otherwise of the fermentation process
- air circulation requirements of specific products
- possible effects of temperature fluctuations, relative humidity and air circulation on product
- methods for controlling atypical outcomes of tests, relevant to process
- Food Standards Code and local health department requirements in relation to production and sale of fermented food and beverages, including local licensing requirements
- tensions between the Food Standards Code and the fermentation process
- waste handling and disposal requirements
- safe handling and transport procedures for samples to be tested at laboratory
- record keeping requirements for traceability of product.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real fermented food or beverage production environment
- resources, equipment and materials:
  - raw materials and equipment to ferment food and/or beverage
  - testing equipment
- specifications:
  - specification for product.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4\

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FBPTEC4024 Produce fermented and dry-cured meat products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

Application

This unit of competency describes the skills and knowledge required to produce uncooked fermented and dry-cured meat products, such as cacciatore, chorizo, mettwurst, salami and cabanossi.

The individual is required to demonstrate knowledge in a specific technical area and to design and communicate solutions to sometimes complex problems.

This unit applies to individuals who are responsible for the production of artisan fermented meat products.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify hazards and risks associated with fermented and dry-cured	1.1 Identify the types of microbiological hazards that can contaminate fermented and dry-cured meat products

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
meat products	1.2 Identify potential sources of microorganism contamination 1.3 Identify chemical hazards that can affect fermented and dry-cured meat products 1.4 Identify critical control points (CCPs) for preventing hazards and controlling processing of fermented and dry-cured meat products, taking regulatory requirements into account 1.5 Identify workplace health and safety hazards associated with processing fermented and dry-cured meat products 1.6 Plan to manage hazards and risks associated with producing fermented and cured meat products
2. Prepare to process fermented and dry-cured meat products	2.1 Identify specification for fermented and dry-cured meat product 2.2 Identify Food Standards Code requirements for product 2.3 Procure ingredients 2.4 Ensure all surfaces meet cleanliness and sanitisation requirements 2.5 Manage good hygiene practice (GHP) and good manufacturing practice (GMP) procedures 2.6 Record food safety related information throughout process in line with regulatory requirements
3. Process fermented and dry-cured meat products	3.1 Prepare meat and ingredients according to product specification 3.2 Prepare equipment according to safe operating procedures 3.3 Mix or prepare meat product according to product specification 3.4 Clean work area and dispose of waste according to regulatory requirements
4. Ferment meat product	4.1 Determine time, temperature and humidity requirements for fermentation and curing 4.2 Monitor fermentation and maturation in line with product specification 4.3 Identify critical control points (CCPs) for preventing and controlling bacterial contamination, in line with food safety plan 4.4 Implement control methods to prevent microbial contamination during fermentation and curing 4.5 Finish fermentation process and store product according to product specifications 4.6 Keep records of fermentation process in line with food safety

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 4.7 Identify appropriate actions based on test results
5. Conduct tests to monitor progress and completion of process	5.1 Identify required test activities and frequency for each fermented and dry- cured product 5.2 Conduct required tests and record test results 5.3 Obtain samples for each product for independent microbial, chemical and physical testing prior to product release 5.4 Identify appropriate actions based on test results

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets food safety guidelines, standards and regulations • Interprets documented processes for control of microbial growth in food products • Interprets product specifications for production activities
Numeracy	• Correctly calculates ingredients and additives for each production batch • Scales up or down recipe quantities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4024 Produce fermented and dry-cured meat products	Not applicable	New unit	No equivalent unit

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Links

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Assessment Requirements for FBPTEC4024 Produce fermented and dry-cured meat products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has produced three different fermented and/or dry-cured meat products:

- cacciatore
- chorizo (spanish style fermented)
- csabai
- landjaeger
- mettwurst
- salami
- cabanossi
- prosciutto
- pancetta
- capocollo
- guanciale
- other

including managing microorganism and chemical contamination throughout the production of each.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- type of meat cuts used for fermented products and what influences its quality
- equipment typically used to produce fermented meat products and safe use methods
- the role and use of flavouring ingredients
- the role of salt, nitrates and nitrites

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- use of lactobacillus starter cultures and preventative cultures
- casings for fermented meat products
- conditions for fermentation and dry curing
- processes used in the control of microbial growth in fermented and dry cured meat products
- major bacteria responsible for food poisoning and spoilage
- the importance of plant hygiene and how it can affect the finished product
- typical spoilage patterns in fermented and dry cured foods caused by chemical and microbiological issues
- microbiological test requirements for fermented and dry cured meat products
- plant hygiene monitoring processes
- Food Safety Standards relevant to the production and sale of fermented and dry-cured meats
- development and implementation of hazard analysis and critical control points (HACCP) plans.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - equipment and raw materials specific to product
  - safety equipment and personal protective equipment (PPE)
- specifications:
  - relevant to product.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPTEC5003 Design an artisan food production facility

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

Application

This unit of competency describes the skills and knowledge required to design the layout of an artisan food and/or beverage production facility, including its location, required work spaces, work flow and regulatory requirements.

This unit applies to individuals who will set up a new or reworked facility for the production of food and/or beverages, to meet regulatory and specific processing requirements.

No licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine the regulatory requirements of the facility	1.1 Identify regulatory bodies that apply to the food production business in your area 1.2 Determine workplace health and safety requirements of food processing facility

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Determine food safety requirements of food processing facility 1.4 Determine requirements for waste disposal and environmental impact of noise and emissions 1.5 Plan facility for optimum production, safety and biosecurity 1.6 Determine requirements for cleaning and sanitisation 1.7 Determine requirements for storage of equipment, raw materials and products
2. Determine the location requirements of the facility	2.1 Identify regulatory requirements for industry, and choose suitable location based on zoning and access to utilities 2.2 Identify suitable location of facility to access raw materials and potential markets 2.3 Identify a suitable environment with space for waste treatment, and safe ingress and egress 2.4 Identify suitable orientation for facility to optimise environmental factors
3. Determine the processing requirements of the facility	3.1 Identify maximum quantities of materials to be processed at once 3.2 Identify number of staff required for production and administration at the site, and any specific individual needs 3.3 Determine sizes of work spaces required for different stages of production 3.4 Identify optimal work flow for process 3.5 Determine equipment and plant required of each workspace and its capacity 3.6 Determine the surface areas required of each workspace and their optimal height 3.7 Identify location of electricity and gas for light, heating, cooling and drying 3.8 Identify fluid flow requirements for water and drainage for plant design 3.9 Consider temperature, ventilation and airflow requirements of work spaces 3.10 Consider current and future production capacity
4. Plan design of food	4.1 Draft size and layout of facility, including work spaces, staff

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
processing facility	amenities and parking 4.2 Incorporate raw materials receival, waste disposal, location of utilities 4.3 Incorporate processing requirements suitable for product/s 4.4 Map the production process identifying the relationship between each step in the process

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Draft diagrams to represent layout of facility, services and utilities
Get the work done	• Problem solve issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC5003 Design an artisan food production facility	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC5003 Design an artisan food production facility

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has produced a plan for at least one artisan food production facility of specified capacity that incorporates food specific processing and regulatory requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- processing plant design parameters for specified product/s
- characteristics of plant and equipment, limitations and capabilities
- work flow requirements of facility for specified product
- legislation, regulations and standards specific to product
- requirements of Food Standards Code
- health and safety requirements relevant to workplace set up
- basic drafting techniques.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace environment
- specifications:
  - specification for food and/or beverage product being produced

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPVIT2007 Tend containerised nursery plants

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to tend containerised nursery plants.

The unit applies to individuals in wine grape nurseries who complete nursery activities such as treating plants and maintaining nursery facilities.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain nursery facilities	1.1 Confirm job requirements 1.2 Identify potential health and safety hazards and controls according to workplace procedures 1.3 Select, fit and use personal protective equipment according to the job requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Undertake work according to safety data sheets and workplace environmental procedures 1.5 Maintain irrigation system according to workplace procedures 1.6 Check temperature controls according to workplace procedures
2. Treat plants to maintain growth	2.1 Select and prepare materials, equipment and tools according to job requirements 2.2 Select, mix and apply chemical treatments according to workplace procedures 2.3 Apply irrigation according to workplace procedures 2.4 Recognise and report non-conformances according to workplace procedures
3. Carry out post-treatment operations	3.1 Collect and dispose of waste according to workplace procedures 3.2 Shut down, clean and store equipment according to workplace procedures 3.3 Clean and sanitise facilities according to workplace procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Numeracy	• Calculate numerical information relating to preparing treatments and environmental conditions
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Get the work done	• Respond to routine problems by referring to workplace procedures • Plan and organise tasks to achieve job requirements

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT2007 Tend containerised nursery plants	FDFWGG2007A Tend containerised nursery plants	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2007 Tend containerised nursery plants

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has tended to containerised nursery plants by treating plants to maintain growth and maintaining nursery facilities and demonstrating the following on at least one occasion:

- using personal protective equipment (PPE)
- identifying and following safety data sheets and health and safety in the workplace procedures
- sanitising equipment and following hygiene procedures
- selecting, mixing and applying chemical treatments according to workplace procedures
- monitoring irrigation system
- irrigating and monitoring plants according to workplace procedures
- identifying and reporting non-conformances
- maintaining workplace records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls in the workplace
- purpose and application of PPE
- principles and operations of irrigation systems used in tending plants in nurseries
- maintaining irrigation system:
  - fixing blockages, leaking heads and hoses
  - servicing irrigation system components
  - identifying and reporting non-compliances
- recognising underperformance of the irrigation system, including:
  - dry spots

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  - water dumping
  - abnormal water flow
- principles and practices of tending nursery plants:
  - weed control
  - removing dead or diseased plant materials
- workplace procedures for operating equipment:
  - calibrating and adjusting equipment
  - carrying out pre-operational checks
  - applying particular settings
  - shut down procedures
- environmental issues and controls including waste disposal
- workplace procedures for reporting non-conformances
- procedures for maintaining workplace records.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a plant nursery workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE
  - irrigation and maintenance equipment, services and corresponding information
  - products and materials
  - cleaning materials and equipment
  - system for recording information
- specifications:
  - workplace procedures, including advice on company practices, safe work practices, quality and environmental requirements
  - work instructions and schedules.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT2019 Operate the irrigation system

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to operate the irrigation system and implement the irrigation system maintenance schedule according to instructions.

The unit applies to individuals who work under general supervision to use irrigation systems.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the irrigation system for operation	1.1 Confirm work instructions 1.2 Confirm environmental guidelines and identify potential health and safety hazards and controls 1.3 Select and fit personal protective equipment relevant to the job requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Check equipment is ready for use according to workplace procedures
2. Operate the irrigation system	2.1 Start the irrigation system according to workplace procedures 2.2 Set irrigation requirements according to instructions 2.3 Monitor the control points to confirm that performance is maintained within specification 2.4 Rectify out-of-specification system performance and report details
3. Complete operation of the irrigation system	3.1 Shut down the irrigation system according to workplace procedures 3.2 Implement cleaning and maintenance activities, in line with schedule 3.3 Out of specification performance is identified, rectified and reported to supervisor in accordance with responsibilities of own role 3.4 Collect, treat and sustainably dispose of waste generated by both the process and cleaning procedures, according to workplace procedures 3.5 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Access and interpret work instructions, standard operating procedures and maintenance schedules
Oral communication	• Interact effectively with supervisor, including actively listening to instructions, asking for clarification and seeking advice
Get the job done	• Problem solve issues as they arise

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT2019 Operate the irrigation system	FDFWGG2014A Operate the irrigation system	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria to clarify outcomes Foundation skills added Assessment requirements updated	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2019 Operate the irrigation system

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has effectively operated the irrigation system on at least one occasion, including:

- using appropriate personal protective clothing and equipment
- setting equipment correctly to achieve specified irrigation time, application rate and pressure
- monitoring irrigation process control points and equipment
- taking corrective action in response to out-of-specification activity
- recording performance and maintenance information accurately.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic plant physiology in relation to the irrigation system, including:
  - transpiration
  - water intake
  - nutrient uptake
  - respiration
  - translocation
- different types of irrigation systems and the advantages and disadvantages of each
- components of irrigation equipment and the function of each, including:
  - drippers
  - pipelines
  - sprinklers
  - filters
  - microjets

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  - pumps
  - furrows
  - valves
  - motors
  - timers
  - windmills
- types of maintenance and repairs that need to be undertaken, including issues with:
  - breakages
  - leaks
  - blocks
  - replacing drippers
  - making joins
  - filters and turbo keys
  - monitoring devices
  - priming pumps and motors
- routine cleaning and maintenance requirements and procedures for the system
- information technology systems where relevant
- environmentally sound methods to treat and dispose of waste
- organisational recording and reporting requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - irrigation equipment
  - irrigation site
- specifications:
  - work instructions and maintenance schedules.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT3012 Implement an irrigation schedule

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to monitor soil requirements and implement and review a vineyard irrigation schedule.

The unit applies to individuals who are required to follow workplace procedures in completing tasks associated with implementing irrigation schedules, and take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor vineyard for irrigation requirements	1.1 Monitor vineyard to assess requirements for water and/or nutrients 1.2 Collect routine samples according to workplace procedures 1.3 Test samples, in line with workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Interpret test results and identify irrigation activities to match requirements
2. Implement irrigation requirements	2.1 Plan irrigation activities and schedule, including nutrient injection and application rates 2.2 Coordinate resources and brief personnel to deliver irrigation requirements 2.3 Implement agreed irrigation plan 2.4 Address problems and anomalies in the irrigation system as required
3. Evaluate effectiveness of irrigation activities	3.1 Monitor vineyard to evaluate the impact of irrigation activities 3.2 Monitor surrounding areas to evaluate the environmental impact of irrigation activities 3.3 Evaluate the overall effectiveness of the irrigation activity 3.4 Record irrigation activity according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Accurately mix chemicals according to specified ratios • Measure and adjust flow rates • Measure soil moisture, nutrient and chemical output
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FBPVIT3012 Implement an irrigation schedule	FDFWGG3007A Implement an irrigation schedule	Updated to meet Standards for Training Packages Prerequisite removed Minor changes to Elements and Performance Criteria to clarify outcomes Foundation skills added	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT3012 Implement an irrigation schedule

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has implemented an irrigation schedule for at least one vineyard, or part of, including:

- determining requirements for water and nutrients
- planning an irrigation schedule
- implementing the irrigation plan and addressing problems and anomalies
- evaluating the effectiveness of the irrigation schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- effect of irrigation techniques on vine growth, cropping levels and wine quality, including partial root zone drying (PRD) and regulated deficit irrigation (RDI)
- effect of water and additives on vines during different key phenological stages
- visual symptoms of vine nutrient deficiencies, water stress and frost
- principles of soil moisture monitoring, including volumetric soil moisture content, and percentage compared to soil moisture tension
- factors to be considered when planning irrigation, including:
  - soil moisture content
  - water table level
  - water quality
  - signs of vine nutrient deficiencies
  - climatic conditions
  - frost risk
  - grape variety
  - soil type and depth
  - closeness to harvest

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  - yield parameters
  - age of vine
  - grape quality requirements
  - symptoms of vine water stress
  - effective root depth
- methods to calculate chemical application rates for injection requirements
- sampling and testing techniques typically used in a vineyard
- issues to be monitored and corrected:
  - measuring nitrogen output
  - measuring chlorine output
  - identifying soil moisture content and depth to which water will reach
  - identifying emitter output consistency
  - interaction between different irrigation valves or shifts
- recording requirements and procedures
- information technology systems where relevant.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - irrigation equipment
  - irrigation site
  - sampling and testing equipment
- specifications:
  - work instructions and schedules
  - manufacturer instructions for equipment
  - safety data sheets for chemicals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPWHS3001 Contribute to work health and safety processes

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to support the implementation of health and safety policies and procedures, and contribute to the development and implementation of risk control measures and safety practices within a workplace.

The unit applies to skilled workers with responsibility for maintaining a safe work environment and contributing to workplace practices. In this role, workers have limited responsibility for ensuring members of the work group are implementing safe work practices.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Work Health and Safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and conduct work safely	1.1 Plan work in accordance with relevant provisions of legislation, standards, codes of practice/compliance codes, guidance material and workplace safe working procedures 1.2 Identify hazards as part of work planning and work process 1.3 Address identified hazards prior to starting work, using judgement within defined scope of responsibilities 1.4 Ensure availability of suitable personal protective equipment (PPE) for self and others in the work team 1.5 Report inadequacies in control measures according to workplace procedures 1.6 Report incidents and injuries in line with workplace policies and procedures 1.7 Undertake housekeeping of health and safety in work area in accordance with workplace requirements
2. Support safe work practices in work area	2.1 Monitor implementation of safe work practice policies and procedures 2.2 Share information on safe work practices and safety issues in the workplace with members of the work group 2.3 Check the health and safety practices of less experienced members of the work group, and provide support as required to ensure safe work practices are followed 2.4 Support members of the work group to accurately record incidents and complete associated workplace documentation according to workplace procedures
3. Contribute to health and safety processes	3.1 Raise health and safety issues in accordance with workplace procedures 3.2 Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety 3.3 Identify roles and responsibilities of health and safety representatives and committees
4. Contribute to hazard identification, risk assessment and risk control activities	4.1 Identify and respond to hazards, and communicate with members of the work group 4.2 Report identified hazards and inadequacies in risk controls 4.3 Check the workplace for hazards using itemised checklists in

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	accordance with workplace procedures 4.4 Contribute to risk assessments in accordance with workplace procedures 4.5 Provide input to development and implementation of control measures, with reference to the hierarchy of control
5. Participate in the control of emergency situations	5.1 Identify and respond appropriately to emergency signals and alarms 5.2 Take initial action to control an emergency according to workplace procedures 5.3 Implement emergency response procedures within scope of training and competence
6. Maintain and use health and safety records	6.1 Complete records for the work area in accordance with legislative and workplace requirements 6.2 Access and interpret health and safety information to inform work practice

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret, analyse and consolidate health and safety information from a range of sources for implementation
Writing	• Accurately record information, complete forms and prepares basic reports using clear language according to organisational practices
Oral communication	• Clearly explain and present safety information using language, tone and pace appropriate to audience

Unit Mapping Information

Code and title	Code and title	Comments	Equivalence status

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current version	**previous version**		
FBPWHS3001 Contribute to work health and safety processes Release 2	FBPWHS3001 Contribute to work health and safety processes Release 1	Performance Criteria clarified Minor changes to Knowledge Evidence and Assessment Conditions to clarify requirements	Equivalent

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPWHS3001 Contribute to work health and safety processes

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has contributed effectively to work health and safety processes on at least two separate occasions, including:

- identifying and assessing potential hazards in the workplace
- monitoring implementation of safe work practices in the workplace
- providing advice and feedback to work group members
- contributing to the implementation of risk control measures
- completing health and safety records and reports according to the standards accepted in the workplace.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Commonwealth, state or territory legislation, regulations, standards, codes of practice and industry standards/guidance notes relevant to own work, role and responsibilities
- safety signs and their meanings, including signs for:
  - personal protective equipment (PPE)
  - emergency equipment
  - dangerous goods class signs
  - specific hazards such as sharps, radiation
  - the difference between hazard and risk
- sources of health and safety information (internal and external)

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- nature of common workplace hazards, including chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- basic hazard identification procedures, including workplace inspections and review of workplace data
- standard emergency signals, alarms and required responses
- principles of basic risk assessment
- hierarchy of control and its application
- PPE requirements, including use, storage and maintenance
- roles and responsibilities of employees, supervisors and managers in the workplace
- roles and responsibilities of health and safety representatives and committees
- potential consequences of non-compliance and failing to follow safe work practices
- workplace specific information, including:
  - hazards of the particular work environment
  - hazard identification procedures relevant to the hazards in their workplace
  - designated person with whom to raise health and safety issues
- potential emergency situations, alarms and signals and required response.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - scenarios or case studies for simulated emergency responses
  - personal protective equipment
- specifications:
  - health and safety legislation, regulations and codes of practice, and policies and procedures
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPWHS4002 Maintain work health and safety processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0.

Application

This unit of competency describes the skills and knowledge required to monitor the workplace health and safety policies, procedures and programs, in order to meet legislative requirements.

It applies to individuals with supervisory responsibilities for monitoring the health and safety policies, procedures and programs of the workplace. Work typically involves addressing their own safety, as well as that of others.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Work health and safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide information to work group	1.1 Explain relevant requirements of health and safety legislation, standards, codes of practice/compliance codes, guidance material and safe working procedures and practices to the work group 1.2 Provide information on workplace policies and procedures to the

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	work group 1.3 Explain roles and responsibilities of workplace health and safety representatives and committees, supervisors and managers 1.4 Provide information on hazards, the outcomes of risk assessments, and required risk controls to the work group, in an accessible format
2. Ensure others are able to implement safe work practices	2.1 Ensure personal protective equipment (PPE) appropriate to the work is available and functional 2.2 Ensure processes are implemented to identify hazards, and assess risks and required risk controls 2.3 Ensure work group members follow safe work practices, and workplace policies and procedures 2.4 Identify health and safety training needs and respond according to workplace procedures
3. Implement participative processes	3.1 Consult with and provide advice to work group in relation to health and safety matters relevant to their work 3.2 Deal with health and safety issues promptly, and in accordance with workplace procedures and legislative requirements 3.3 Record and promptly communicate outcomes of health and safety consultation to the work group
4. Monitor compliance with workplace procedures	4.1 Check work procedures are available, accessible and fit for purpose 4.2 Monitor and rectify deviations from procedures according to workplace procedures 4.3 Evaluate hazard identification and reporting processes for effectiveness and address any deficiencies according to workplace procedures 4.4 Monitor housekeeping activities to ensure that workplace standards are maintained, taking action to address any deficiencies 4.5 Ensure work group behaviour is consistent with safe working procedures and practices
5. Implement hazard identification, risk assessment and risk control procedures	5.1 Identify, assess and eliminate hazards and report on residual risk 5.2 Conduct risk assessments in accordance with workplace procedures 5.3 Develop control measures, taking into account the hierarchy of

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	control 5.4 Implement and support outcomes of risk assessments and identify risk controls 5.5 Identify issues with risk controls and respond according to workplace policies and procedures 5.6 Identify limitations of job role and seek expert advice as required
6. Implement workplace procedures for maintaining records	6.1 Obtain feedback to ensure that workgroup is aware of workplace reporting requirements 6.2 Review health and safety records to confirm that they are accurate and completed in a timely manner, in accordance with legislative and organisation requirements 6.3 Use aggregate information and data from records to identify hazards and monitor risk controls
7. Implement emergency procedures	7.1 Obtain feedback to ensure that emergency procedures are accessible and understood by the work group 7.2 Implement processes to ensure that emergency equipment is available and routinely checked for functionality 7.3 Ensure workgroup members are able to respond appropriately to emergencies 7.4 Conduct or contribute to investigations in order to identify causes of emergencies 7.5 Identify, implement or support control measures to prevent recurrence and minimise risk of emergencies

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Analyse documentation from a variety of sources
Writing	• Develop procedural material for a specific audience, using clear

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Skill	Description
	language appropriate to audience • Write, edit and proofread documents to ensure clarity, accuracy and consistency of information
Oral communication	• Use collaborative and inclusive techniques including active listening and questioning to convey and clarify safety information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPWHS4002 Maintain work health and safety processes	FDFOHS4002A Maintain OHS processes	Updated to meet Standards for Training Packages Minor change to title to reflect current industry terminology Minor changes to Performance Criteria to clarify outcomes Foundation skills added	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPWHS4002 Maintain work health and safety processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has maintained work health and safety processes for a work group of at least three members, on at least one occasion, including:

- accessing and interpreting health and safety information, including legislation, guidance material and benchmarks
- communicating clearly and accurately with work group members, other technicians/specialists, managers and expert advisers
- ensuring work group is provided with safety equipment, information and training on safe work practices
- consulting with work groups and documenting safe work practices
- reviewing and maintaining work procedures to ensure compliance with safety policies
- identifying and addressing hazards and assessing risk by developing and implementing risk control measures
- monitoring work practices and identifying and addressing non-compliances
- contributing to investigations and consultative processes
- completing and maintaining health and safety records
- implementing and reviewing emergency procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the difference between hazard and risk
- sources of health and safety information both internal and external to the workplace
- general duty requirements of health and safety legislation and also regulatory requirements relevant to the particular industry/type of work site
- the roles and responsibilities of employees, supervisors and managers in the workplace

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- nature of common workplace hazards, such as chemicals, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- guidance material, including codes of practice/compliance codes relevant to the particular industry/type of work site
- hazard identification procedures, such as workplace inspections and review of workplace data
- principles of risk management including the hierarchy of control and its application
- personal protective equipment requirements, including use, storage and maintenance
- legislative requirements for record keeping and reporting
- standards and guidelines related to emergency procedures
- roles and responsibilities of health and safety representatives and committees
- workplace specific information, including:
  - hazards of the particular work environment
  - hazard identification procedures relevant to the hazards in the work place
  - risk controls for specific hazards
  - designated person for raising health and safety issues
  - workplace procedures related to health and safety, including hazard, incident and injury reporting, hazard identification, risk assessment and control, consultation and participation, incident investigation and record keeping
  - workplace procedures related to the work of the group, including use of personal protective equipment and emergency response
  - potential emergency situations, alarms and signals and required response.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - access to health and safety advice and direction
- specifications:
  - legislation, regulations, standards and codes of practice
  - workplace policies and procedures for health and safety, and for emergencies
- relationships (internal and/or external):
  - access to a work group of at least three members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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AHCBAC204 Prepare grain storages

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to safely prepare storages, surrounding areas and equipment in readiness for receiving grain at an acceptable level of hygiene. This unit applies to workers in specialist grain storages or on grain farms.

All work must be carried out to comply with workplace procedures, work health and safety and biosecurity legislation and codes, and sustainability practices.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for own work. They undertake defined activities and work in a structured context.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication. However, all work in confined spaces must comply with state and federal legislation requirements.

Pre-requisite Unit

Nil.

Unit Sector

Broad acre cropping (BAC)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Prepare to work in bulk material storage area	1.1 Follow the work program and clarify with supervisor 1.2 Identify work health and safety hazards in grain storage and report to supervisor and implement suitable controls 1.3 Select, use and maintain suitable personal protective equipment 1.4 Select, prepare and maintain appropriate equipment and tools
2. Prepare storage area	2.1 Clean the storage site of weeds, dust and spillage appropriately 2.2 Dispose refuse appropriately 2.3 Prepare and maintain the storage site appropriately
3. Prepare storages	3.1 Clean bulk material storages appropriately of all residues 3.2 Check bulk material storages for structural safety, damage or deterioration, and repaired or reported appropriately 3.3 Prepare and erect temporary storages appropriately
4. Prepare bulk material handling machinery	4.1 Clean bulk material handling machinery appropriately to be free of contamination and residues 4.2 Assist in the adjustment and setting bulk material handling equipment appropriately 4.3 Prepare bulk material handling equipment according to manufacturer's instructions and enterprise requirements
5. Complete maintenance operation	5.1 Record workplace information 5.2 Dispose of all waste and debris according to enterprise polices and minimising the impact on the environment 5.3 Clean and store tools and equipment appropriately 5.4 Apply enterprise biosecurity policies

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBAC204A Prepare grain storages.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBAC204 Prepare grain storages

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and follow safe work procedures
- erect simple temporary bulk material storages
- check equipment and storage facilities, and identify current or impending faults
- perform pre-operational checks and routine safety, service and maintenance procedures on tools, equipment and machinery
- operate hand and independently powered tools and cleaning equipment to industry standards
- clean, secure and store machinery and equipment
- handle hazardous substances (fuels) safely
- read and interpret manufacturer's specifications, work and maintenance programs, and Safety Data Sheets (SDS)
- prepare the storage area for access by grain carriers
- prepare grain storages by removing all residues and checking structure
- work in confined spaces in accordance with State/Territory legislation, where required
- prepare and test grain handling machinery
- communicate with supervisor
- follow enterprise work health and safety policies in the context of own work
- follow enterprise biosecurity policies the context of own work.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- range of construction methods, potential hazards, safety and structural requirements for storage

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- erection and dismantling for types of temporary storage used by organisation
- organisation and commodity quality requirements for grain storage
- grain storage hygiene requirements
- typical signs of structural damage to be documented and reported
- pre-operational and safety checks, servicing and maintenance procedures for tools and equipment
- machinery maintenance procedures and operating principles
- machinery and equipment cleaning, storage and protection methods
- appropriate action in contingency situations
- organisation requirements for protective equipment and safe practices in relation to work health and safety
- State/Territory legislation in respect to working in confined spaces
- potential hazards associated with the operation of basic tools and equipment
- regulations and codes of practice with regard to work health and safety, environment and the use and control of machinery and equipment
- personal protective clothing and equipment and when and how it should be used
- organisational recording and reporting procedures.

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBIO303 Apply biosecurity measures

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to interpret and apply control measures in a biosecurity plan to protect a site from the entry and spread of biosecurity threats.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Biosecurity (BIO)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify biosecurity threats and determine control measures for site	1.1 Access and interpret site biosecurity plan and information 1.2 Identify biosecurity hazards and threats for the site 1.3 Identify control measures to minimise the risk of identified biosecurity threats 1.4 Determine responsibilities for applying control measures in regular

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	work routines and confirm with supervisor
2. Apply biosecurity control measures to site activities	2.1 Apply control measures identified in site biosecurity plan for all activities according to workplace procedures 2.2 Incorporate the site control measures into work routines seeking clarification from supervisor according to workplace procedures
3. Monitor biosecurity procedures	3.1 Monitor effectiveness of control measures 3.2 Monitor work duties of site personnel to ensure biosecurity control measures are applied appropriately 3.3 Report issues and concerns for biosecurity according to workplace procedures 3.4 Maintain currency in biosecurity measures applicable to workplace 3.5 Record inputs and outputs for traceability of activity according to workplace procedures and legislative requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Apply a range of learning strategies in structured and familiar contexts to maintain currency in biosecurity
Reading	• Analyse and consolidate information and data from a range of sources which apply to biosecurity measures
Writing	• Accurately complete workplace and regulatory biosecurity records using clear and industry relevant terminology
Oral Communication	• Effectively participate in verbal exchanges including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBIO303 Apply biosecurity measures	AHCBIO305 Apply biosecurity measures	Changed unit code Minor changes to Performance Criteria to be inclusive of non-farm environments Updated Performance Evidence and Knowledge Evidence	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBIO303 Apply biosecurity measures

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that on at least one occasion the individual has applied biosecurity measures, including:

- located and interpreted site biosecurity plans and information to inform control measures
- identified biosecurity hazards and threats for the site and determined control measures
- determined responsibilities for applying control measures
- incorporated and applied biosecurity control measures into work routines according to the biosecurity plan
- maintained records for traceability of input and output data
- monitored control measures for effectiveness
- monitored workplace personnel for compliance with biosecurity control measures
- reported biosecurity issues and concerns according to procedures
- maintained currency in biosecurity.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices of biosecurity on different sites, including:
  - production agriculture
  - amenity and production horticulture
  - conservations and land management including the natural landscape
- sources of biosecurity information, including:
  - government and industry websites
  - technical and research papers
  - journals
  - training
  - on farm resources, standard operating procedures, mandatory documentation

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- biosecurity plans and their function
- biosecurity threats, including:
  - vertebrate pests
  - plants
  - diseases
  - invertebrate pests
- risk assessment principles, standards and regulations for biosecurity
- control measures to minimise the threats entering or spreading into, or from, the site, including:
  - inputs
  - outputs
  - movement of people
  - movement of animals
  - vehicles and equipment
  - production practices
  - feral and wild animals, pests and weeds
- record keeping for traceability, both trace back and trace forward, of inputs and outputs
- processes for monitoring effectiveness of control measures
- process for reporting biosecurity concerns and issues.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated on a site that has exposure to potential biosecurity threats or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - digital technology and websites to access current biosecurity information
  - tools and equipment required to implement control measures
  - recording system relevant to biosecurity
- specifications:
  - workplace biosecurity plans, procedures, records,
  - workplace instructions, job specifications or work routines
  - regulations, legislation, codes of practice relevant to biosecurity
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBIO401 Plan and implement a biosecurity program

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to identify potential biosecurity threats, conduct a risk assessment and develop, implement and review a biosecurity program.

The unit applies to individuals who apply specialist skills to provide solutions to technical and unpredictable problems. They work autonomously, instruct and monitor the work of others within a team. They use discretion and judgment in the selection, allocation and use of available resources.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Biosecurity (BIO)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Scope threats and hazards for a biosecurity program	1.1 Collate and interpret biosecurity advice, standards and protocols according to the biosecurity plan 1.2 Confirm known biosecurity threats to workplace operations 1.3 Identify current potential incursion points for property and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace operations 1.4 Incorporate the objectives of biosecurity plan for workplace operations
2. Conduct a biosecurity risk assessment	2.1 Investigate workplace activity and practices for potential biosecurity hazards and assess the risks 2.2 Identify and assess control measures to mitigate risk for resources entering and leaving the workplace 2.3 Identify and assess procedures to manage human activity and movement 2.4 Identify and assess control measures for vehicles and equipment to reduce biosecurity threats
3. Document biosecurity program	3.1 Collate controls for identified biosecurity hazards and risks 3.2 Identify resources for implementing identified controls 3.3 Prioritise biosecurity activity within financial limits of management 3.4 Combine control measures into a biosecurity program according to workplace operations
4. Prepare for training and keeping records	4.1 Develop a communication program for informing work team and visitors of biosecurity procedures 4.2 Identify and document training requirements for work team and visitors for biosecurity controls 4.3 Develop record keeping procedures for monitoring program according to biosecurity plan
5. Implement and monitor biosecurity program	5.1 Induct and train work team and visitors according to biosecurity plan 5.2 Monitor work team and visitor adherence to biosecurity procedures 5.3 Monitor effectiveness of biosecurity program against the planned goals
6. Review biosecurity program	6.1 Review outcomes of biosecurity program implementation against planned goals 6.2 Identify and record inconsistencies between implementation and goals

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	6.3 Compile recommendations to rectify inconsistencies for future programs 6.4 Record and report recommendations for biosecurity programs according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Plan to review biosecurity resources produced by industry to update personal skills and knowledge for revising and redesigning biosecurity plan and program
Reading	• Interpret and critically analyse biosecurity advice, standards, and protocols for including content in plans and programs
Writing	• Communicate complex relationships between biosecurity principles into plans and programs using a style of writing applicable to work team and visitors
Oral Communication	• Communicate clearly and effectively with work team and visitors

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBIO401 Plan and implement a biosecurity program	AHCBIO403 Plan and implement a farm or enterprise biosecurity plan	Changed unit code Changes to title and Application Consolidated Performance Criteria and Elements by removing duplication for clarity and brevity	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Updated Performance Evidence, Knowledge Evidence and Assessment Conditions	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBIO401 Plan and implement a biosecurity program

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planned and implemented at least one biosecurity program and has:

- scoped biosecurity threats and possible incursion points and established goals for property
- used current biosecurity advice, standards and protocols
- identified biosecurity hazards, assessed the risks and identified controls for the specific work site, including:
  - inputs to the workplace
  - output from the workplace
  - movement of personnel and visitors
  - movement and hygiene of machinery and equipment
  - worksite practices
  - pest and disease control
- prepared a communications program to train work team and visitors
- identified and assessed documentation required for managing biosecurity
- developed a program for implementing biosecurity
- monitored work team and visitor compliance
- reviewed biosecurity program
- reviewed and updated training and induction records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- national industry standards and guidelines relevant to managing biosecurity
- principles of risk management for biosecurity, including:

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  - relevant standards and procedures
  - identification
  - assessment of risk and the significance and severity
  - evaluation of risk
  - establishing control options
- documentation and traceability procedures, including:
  - quality and disease free assurance status
  - compliance with national, state and territory standards and regulations
  - industry health assurance programs
  - movement of product and materials on and from properties
  - chemical use and storage in accordance with industry best practice
  - pest, disease and weed status of organic materials and compliance with Industry Purchasing Code of Practice or equivalent quality controls
- biosecurity threats to production and land management environments
- workplace inputs, including:
  - new plants or animals
  - quality of water resource
  - production material
  - use of organic and inorganic materials
- movement of workers and visitors, including:
  - training and communication
  - signage
  - visitor access, sign in and out
  - controlled access points and production areas
  - general hygiene
  - biosecurity entry and exist procedures such as shower in and shower out
- vehicles and equipment, including:
  - dedicated equipment use, harvest and storage
  - vehicle entry points, roads and tracks
  - vehicle movement and parking
  - vehicle and equipment hygiene and run off from wash areas
- worksite and production practices, including:
  - plant or animal by-products and waste
  - product and feed storage
  - water quality and access
  - animal or plant disease control and resistance to treatments
  - monitoring production, biosecurity surveillance and frequency
  - fencing and boundary security
- control of pests, including:
  - vertebrate pests

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    - pest and volunteer plants
    - treatments and control measures
- influence of biosecurity on property and enterprise performance and values
- possible environmental incursion points to sites, including, wind, denudation and soil movement
- planning processes for costing, allocating resources and establishing timelines
- importance of records and record keeping for biosecurity procedures and processes.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a work environment specified in the performance evidence or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - specific tools and equipment for training work team and inducting visitors
- specifications:
    - workplace policies, procedures and process information for the specific workplace environment
    - legislation, codes of practice for biosecurity
- relationships:
    - visitors
    - work team.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBUS516 Develop and review a business plan

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to develop and review a business plan.

This unit applies to individuals whose role is to set the short, medium or long term goals and targets for the business plan. Roles may relate to marketing and production targets, resource and asset development and management, supply chain management, acquisitions, capital, property improvements, and operational systems.

At this level, workers take personal responsibility and exercise autonomy in undertaking complex work. They analyse information and exercise judgement to complete a range of advanced skilled activities.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes, sustainability practices and in consultation with the management team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Business (BUS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine scope of business plan	1.1 Determine scope of the business plan and associated systems in consultation with key and specialist personnel 1.2 Access information to inform business plan development including potential business opportunities 1.3 Account for and incorporate trends and seasonal variations 1.4 Account for strategic goals, targets and directions of the enterprise 1.5 Identify legal obligations and compliance requirements
2. Prepare business plan	2.1 Develop operational goals and targets that enhance opportunities to meet the enterprise strategic plan 2.2 Check indicators of operational performance are clear and measurable and allow for realistic analysis of performance 2.3 Identify and include resource requirements and input supply chain options 2.4 Identify and incorporate human resource strategies 2.5 Identify and incorporate marketing strategies 2.6 Identify risks for the business and develop minimisation strategies 2.7 Trial systems to test budgetary impact and operational potential before implementation
3. Document and review business plan	3.1 Develop the business plan 3.2 Incorporate financial and operational systems that enhance performance management and suit enterprise requirements 3.3 Communicate business plan to relevant parties 3.4 Monitor performance against the business plan to identify strengths, weaknesses and areas for improvement 3.5 Make recommendations to improve the business plan and associated systems

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Access and interpret complex information including legislation and business documentation relevant to enterprise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBUS516 Develop and review a business plan	AHCBUS506 Develop and review a business plan	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBUS516 Develop and review a business plan

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has developed and reviewed a business plan for at least one enterprise, including:

- set strategic goals, targets and directions for the enterprise
- determined clear and measurable indicators of operational performance
- identified and designed risk management strategies
- developed appropriate operational plans
- documented the business plan
- monitored the business plan to identify strengths, weaknesses and areas for improvement.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- profit and loss and cash flow systems
- forecasting trends in expenditure and production for an enterprise
- communication techniques typically used to negotiate business strategies and directions
- risk management strategies relevant to the enterprise
- marketing strategies relevant to the enterprise
- measures of operational performance
- financial and operational systems and resource considerations relevant to business planning
- logical and analytical methods to interpret and analyse financial reports
- industrial relations, taxation, corporate and industry legislation, environmental and work health and safety legislation as they relate to the enterprise
- capital investment analysis.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to business records for an enterprise.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCHM101 Follow basic chemical safety rules

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to follow instructions and direction for safe handling, storage and use of chemicals.

The unit applies to individuals who undertake a range of defined routine activities alongside a supervisor in most situations. They exercise limited autonomy within established and well-known parameters and identify and seek help for simple problems.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Chemicals (CHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to work with chemicals	1.1 Confirm the activity to be undertaken with supervisor 1.2 Confirm tools and equipment to be used with supervisor 1.3 Use appropriate personal protective equipment (PPE) and ensure

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	correct fit as directed by supervisor 1.4 Identify functions of chemicals in the workplace
2. Identify risks associated with chemicals	2.1 Identify and interpret chemical labels, safety signs, symbols and safety data sheets according to supervisors' instructions 2.2 Identify health and safety hazards and risks in the workplace and report to supervisor 2.3 Control risks as directed
3. Follow chemical handling and storage rules	3.1 Identify and locate chemical store 3.2 Interpret and follow safe chemical handling, transport, and storage according to product label and supervisor instructions 3.3 Observe instructions for maintenance and storage of PPE and application equipment 3.4 Follow safety rules when working in areas where chemicals are stored 3.5 Identify emergency procedures to follow in the event of an accident or spillage 3.6 Record information as directed by supervisor

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret chemical labels, instructions and information
Oral Communication	• Use clear language and concepts, tone and pace appropriate when communicating with supervisor
Navigate the world of work	• Recognises organisational expectations and follows explicit instructions, protocols and procedures when working with chemicals
Get the work done	• Follow clearly defined instructions and sequencing, and monitors own progress for the task, seeks assistance when necessary

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCCHM101 Follow basic chemical safety rules Release 2	AHCCHM101 Follow basic chemical safety rules Release 1	Minor changes to Performance Criteria for clarity Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCHM101 Follow basic chemical safety rules

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that on at least one occasion the individual has demonstrated that they have followed basic rules relevant to chemical safety, including:

- confirmed work requirements and equipment for chemical use with supervisor
- located and followed information on chemical labels and relevant safety data sheets according to supervisors' instructions
- recognised the use of chemicals and complied with chemical safety signs and symbols in the workplace
- recognised chemical hazards and risks and reported to supervisor and applied risk controls
- used, maintained and stored personal protective equipment (PPE)
- maintained and stored chemical application equipment according to supervisors' instructions
- located chemical store, handled, transported, stored and worked with chemicals according to supervisors' instructions
- followed emergency procedures for accidents or chemical spillage and reported to supervisor
- maintained records according to supervisor instructions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- rules and instructions for working with and around chemicals
- common types of chemicals used in the workplace
- common types of chemical application equipment to be maintained and stored
- the structure and purpose of chemical labels and safety data sheets

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- basics of hazards and risks of chemical use
- safety signage and symbols for chemical use in the workplace
- level of hazard and risks associated with common chemicals used in the workplace and methods of control
- PPE, when and how it should be worn, stored and maintained
- methods of reporting to supervisors' chemical hazards and risks
- safe methods of transporting, handling and storage of chemicals
- types of emergencies and the procedures for accidents and spills of chemicals
- records commonly kept for chemical use.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a typical workplace environment or an environment that accurately represents workplace conditions
  - access to chemicals and chemical store
- resources, equipment and materials:
  - PPE
- specifications:
  - workplace instructions and procedures
  - chemical safety data sheets
  - common chemical labels
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCHM201 Apply chemicals under supervision

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to handle, transport, and apply chemicals under supervision using workplace specified chemicals and application equipment.

The unit applies to individuals working in a broad range of job contexts who undertake defined routine activities under supervision. They exercise limited autonomy within established and well-known parameters, providing solutions to a limited range of predictable problems.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Chemicals (CHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to handle chemicals	1.1 Confirm the activity related to chemical handling to be undertaken with supervisor

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify and select tools and equipment required according to supervisor instructions 1.3 Identify health and safety hazards and risks and apply controls according to supervisor instructions and workplace procedures 1.4 Select, ensure serviceability, fit and use personal protective equipment (PPE)
2. Check application equipment	2.1 Carry out pre-operational checks of application equipment and identify and replace any damaged or worn components or report to supervisor 2.2 Prepare application equipment for use according to workplace practice and safe chemical handling processes
3. Handle and transport chemicals	3.1 Confirm safety precautions for the handling and transport of chemicals with supervisor 3.2 Handle and transport chemicals according to chemical label, safety data sheets and supervisor instructions
4. Prepare chemical for application	4.1 Interpret and apply chemical label instructions according to safety data sheets for the chemical or substance being used 4.2 Select and use appropriate mixing equipment 4.3 Measure, mix and load application equipment with chemical according to application rates 4.4 Clear chemical spills according to chemical label and supervisor instructions 4.5 Check that output of application equipment is correct and in accordance with chemical application plan
5. Apply chemicals	5.1 Assess and record weather conditions and forecasts prior to and during application according to workplace requirements 5.2 Apply chemical safely according to chemical application plan, chemical label and supervisor instructions 5.3 Monitor conditions for application and take appropriate action when conditions are unsuitable according to workplace procedures 5.4 Minimise risks to others, product integrity and the environment prior to and during application
6. Finalise work	6.1 Clean and store PPE and application equipment in accordance with manufacturers and health and safety in the workplace

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 6.2 Dispose of excess chemicals and clean containers in accordance with label instructions and regulatory requirements 6.3 Complete incident reports according to workplace procedures 6.4 Complete chemical application records according to workplace procedures 6.5 Store unused chemical and products according to workplace procedures 6.6 Adhere to all re-entry requirements for treated areas

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret instructions, chemical labels and safety documentation to identify relevant and key information to apply to mixing and application of chemicals
Writing	• Use clear language and correct concepts and terminology when reporting incidents and completing chemical application records
Numeracy	• Perform basic mathematical calculations when measuring and mixing chemicals and checking chemical application equipment
Oral Communication	• Use clear language, concepts, tone and pace appropriate when confirming chemical application parameters with supervisor
Get the work done	• Follow clearly defined instructions and sequencing, and monitors own progress for the task, seeks assistance when necessary

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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AHCCHM201 Apply chemicals under supervision Release 2	AHCCHM201 Apply chemicals under supervision Release 1	Minor changes to Performance Criteria for clarity Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCHM201 Apply chemicals under supervision

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has on at least one occasion demonstrated that chemicals have been applied under supervision, ensuring they have:

- identified hazards and risks and adopted safe work practices and used appropriate personal protective equipment (PPE) according to supervisors' instructions
- confirmed activity with supervisor and identified and selected tools and equipment necessary for the application of chemical treatment
- carried out pre-operational checks of application equipment and made it ready for operation
- handled and transported chemicals to be used according to chemical labels and supervisors' instructions
- followed directions on chemical labels and relevant safety data sheets to safely mix and prepare chemicals
- selected appropriate measuring equipment and measured, mixed and loaded application equipment with chemicals safely and correctly
- ensured chemical spills were cleared according to chemical label instruction and supervisor instructions
- checked the application equipment for output against plan and applied chemical safely complying with weather conditions
- monitored and recorded weather and applied chemical appropriate to prevailing conditions
- maintained a healthy and safe condition for the environment and others while applying and following chemical application
- cleaned application equipment and PPE and disposed of waste according to equipment manufacturer instructions, chemical label and supervisor instructions
- complied with equipment manufacturer instructions, chemical label and supervisor instructions

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- maintained chemical application records and incident reports according to workplace procedures
- stored protection equipment, application equipment and unused chemicals according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- various handling and transport techniques and requirements for chemicals
- structure and content of chemical labels and safety data sheets and their use and purpose for safe chemical application
- principles and methods of measuring, mixing and applying chemicals
- features and functions of a range of application equipment relevant to the workplace their operations, and maintenance requirements
- risk factors to be taken into account for human and animal health, spillage and environmental impact relevant to chemical use before, during and following chemical application
- basic chemical groupings and types used in the workplace, including:
  - the of mode of action
  - the impact on chemical safety
  - application methods
- paths of entry of poisons into the body and the methods of limiting exposure through practices and personal protective clothing
- maintenance practices for chemical application related equipment and PPE and disposal procedures for chemical contaminants and containers
- assessing weather conditions and the impact on safe application of chemicals
- components of a workplace chemical application plan
- chemical related records and reports and their purpose.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a typical workplace environment or an environment that accurately represents workplace conditions
  - access to chemical store
- resources, equipment and materials:
  - common chemicals
  - PPE
  - chemical application equipment
  - chemical measuring and mixing equipment
- specifications:

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- workplace documents, including work instructions and procedures
- chemical labels and safety data sheets
- chemical application plan and relevant chemical application rates
- manufacturers' operation and maintenance instructions for chemical measuring and application equipment

- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCHM304 Transport and store chemicals

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.1.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to safely handle, transport and store chemicals.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and for solving problems.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Chemicals (CHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to handle and	1.1 Identify health and safety hazards, assess risks and implement

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
transport chemicals	controls according to workplace procedures 1.2 Ensure contact details for emergency services are available in transport vehicle according to workplace procedures and transport regulations 1.3 Ensure transport vehicle complies with transport regulations 1.4 Ensure containers are secured, protected and in a condition to be safely transported according to workplace procedures, manufacturer instructions, legislative and regulatory requirements 1.5 Ensure emergency equipment and procedures are available in the vehicle according to workplace safety procedures and regulations 1.6 Ensure transport arrangements comply with legislative and regulatory requirements for the transport of hazardous substances and dangerous goods 1.7 Obtain and use safety data sheets (SDS) for chemicals to be transported according to health and safety in the workplace procedures and legislative and regulatory requirements
2. Handle and transport chemicals	2.1 Handle, transport and load chemicals according to chemical safety data information, chemical label, legislative and regulatory requirements 2.2 Carry out emergency procedures according to chemical label, SDS and workplace procedures 2.3 Report transport incidents according to workplace procedures and health and safety in the workplace regulations
3. Store chemicals in the workplace	3.1 Select, ensure serviceability, fit and use personal protective equipment according to SDS and chemical label instructions 3.2 Identify chemical storage requirements and store chemicals according to chemical label, safety data information and health and safety in the workplace procedures 3.3 Maintain storage area according to legislative and regulatory requirements, health and safety in the workplace and environmental procedures. 3.4 Dispose of chemicals and chemical waste according to chemical label instructions and environmental regulations 3.5 Monitor chemical expiration dates and dispose of expired chemicals according to chemical label instructions, workplace and legislative and regulatory requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Record storage details	4.1 Maintain register of stored chemicals and SDS according to workplace procedures and legislative and regulatory requirements 4.2 Report storage incidents according to legislative and regulatory requirements and workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read and interpret SDS, chemical labels, manufacturer instructions, operating instruction and other workplace documentation and consolidates information to safely transport and store chemicals
Writing	• Accurately record and complete organisational records using clear language, correct spelling and terminology when completing transport and storage records
Numeracy	• Perform mathematical calculations to determine chemical weights, volumes and quantities to determine handling and storage requirements
Navigate the world of work	• Take responsibility for following workplace policies, procedures and legislative and regulatory requirements • Identify and implement chemical label requirements for handling and storage
Get the work done	• Take responsibility for planning, sequencing and prioritising tasks required for chemical handling and storage activities • Address problems and initiate standard procedures in response to emergencies applying problem solving processes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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AHCCHM304 Transport and store chemicals Release 3	AHCCHM304 Transport and store chemicals Release 2	Changes to Performance Criteria for clarity. Consolidated where content duplicated. Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCHM304 Transport and store chemicals

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.1.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that on at least one occasion the individual has demonstrated that they have safely transported and stored chemicals, including:

- identified health and safety hazards, assessed risks and implemented controls
- ensured emergency services contact details are available
- ensured transport vehicle meets regulations and that chemicals were loaded, secured and protected according to regulations and procedures
- ensured emergency equipment and procedures were available
- handled, transported and stored chemicals safely
- carried out emergency procedures safely and according to procedures
- maintained a chemical storage manifest and safety data sheets (SDS) according to legislative and regulatory requirements
- complied with chemical label instructions and SDS for transporting and storage of chemicals and legislative and regulatory requirements
- maintained inventory and records according to workplace procedures and legislative and regulatory requirements
- monitored chemical expiration and disposed of chemicals and waste according to workplace procedures and legislative and regulatory requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- chemical labels and SDS their purpose, use and terminology, including:

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  - chemical signs, symbols and coding
  - basic chemical properties and reactivity related to SDS and labels
- legislation and regulations that apply to transporting and storing chemicals, including:
  - transport vehicle requirements
  - information and documentation
  - dangerous and hazardous chemicals
  - placarding requirements
- risk factors including human and animal health and environmental
- processes and procedures for the disposal of excess, unwanted, expired chemicals and chemical waste including industry disposal programs
- health and safety in the workplace requirements including personal protective equipment (PPE) and manual handling
- emergency procedures for spills and accidents
- recording and monitoring of chemical stores including, expiration and disposal procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a typical workplace environment or an environment that accurately represents workplace conditions
  - access to storage facility for chemicals
  - access to vehicle for transporting chemicals
- resources, equipment and materials:
  - chemicals
  - PPE
  - materials and equipment to handle, secure and protect chemical loads
- specifications:
  - specific workplace documents, including work instructions and procedures for chemical handling, storage and transport
  - chemical labels and safety data
  - legislation and regulations about handling, storage and transport of chemicals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to safely prepare and apply chemicals for the control of pests, weeds and diseases, using general application equipment.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and for solving problems.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Chemicals (CHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine the need for chemical use and prepare an application plan	1.1 Identify the pest, weed or disease, and assess the need for control 1.2 Assess the requirement for chemical use 1.3 Assess health and safety hazard, risks and controls for different chemicals

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Confirm requirement for chemical application according to workplace procedures 1.5 Assess off target risk of each application method 1.6 Assess the environmental risk for application method 1.7 Notify stakeholders of intended chemical application according to workplace procedures and legislative and regulatory requirements 1.8 Prepare application plan according to workplace procedures
2. Prepare chemical mixes	2.1 Identify and select chemical required for target according to application plan 2.2 Calculate the volume, rate or dose according to chemical label instructions 2.3 Identify and select application equipment and set-up requirements according to application plan and operator instructions 2.4 Identify hazards, assess risks and implement control measures for application method according to chemical label and health and safety in the workplace procedures 2.5 Identify, select, fit and use personal protective equipment (PPE) according to workplace procedures 2.6 Select appropriate mixing equipment and suitable location to prepare and load chemicals according to workplace procedures 2.7 Prepare chemicals according to chemical label instructions 2.8 Return unused chemical to store and clean preparation equipment and work site of residues and spillage according to chemical label instructions and workplace procedures
3. Calibrate application equipment	3.1 Select application equipment for chemical according to application plan, off target risks and workplace procedures 3.2 Conduct pre-operational checks of application equipment according to operator and maintenance manual 3.3 Calibrate equipment according to operating instructions and application plan 3.4 Load equipment with chemical according to operating instructions and workplace safety procedures
4. Apply chemicals	4.1 Monitor and assess weather conditions and forecasts to ensure effective chemical application according to application plan

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.2 Select, ensure serviceability, fit and use PPE according to chemical label instructions and workplace procedures 4.3 Apply chemical according to label directions and application plan relating to the control of the pest, weed or disease 4.4 Monitor application equipment for correct performance and ensure effective chemicals application according to operating instructions 4.5 Identify health and safety in the workplace hazards and risks and implement controls 4.6 Clean up spills during application according to chemical label instructions and workplace procedures
5. Clean up equipment and complete records	5.1 Clean and decontaminate application equipment according to operator instructions, safety data sheets (SDS) and legislative requirements 5.2 Dispose of chemicals and used containers according to chemical label instructions, SDS and legislative requirements 5.3 Clean and store PPE according to workplace procedures 5.4 Record and report safety and environmental incidents according to workplace procedures and regulatory requirements 5.5 Record details of chemical application according to workplace procedures and legislative requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read and interpret SDS, chemical labels, operating instruction and other documentation and consolidates information to determine chemical application actions and activity
Writing	• Accurately record and complete organisational records using clear language and terminology
Numeracy	• Perform mathematical calculations to determine rates of application chemical mixtures and calibration of equipment

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Skill	Description
Navigate the world of work	• Take responsibility for following policies, procedures and regulations • Identify and implement chemical label requirements
Get the work done	• Take responsibility for planning, sequencing and prioritising tasks required for chemical application activities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases	AHCCHM303 Prepare and apply chemicals	Minor change of title for clarity Minor changes to Performance Criteria for clarity Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has on at least one occasion demonstrated the ability to safely prepare and apply chemicals ensuring they have:

- determined and confirmed the need for chemical application by assessing the infestation, off target risk, and environmental risks
- developed an application plan for chemical application
- identified health and safety hazards, risk and implemented control procedures according to chemical label
- notified stakeholders of planned chemical application
- used personal protective equipment (PPE) according to workplace procedures
- interpreted chemical labels and applied chemical according to safety data sheets (SDS) and application plan
- identified and selected the chemical required for the target and calculated the amount and rates required according to chemical label
- identified and selected application equipment and suitable location, and determined the set up parameters according to application plan and operator instructions
- monitored and assessed weather conditions and equipment performance to ensure effective chemical application
- selected, conducted pre-operational checks according to operator and maintenance manual
- completed at least one calibration activity for application equipment
- prepared and loaded chemicals and returned unused chemicals to store in accordance with label, application plan and workplace procedures
- applied chemicals safely according to chemical labels, regulations and workplace procedures
- complied with chemical labels, SDS, regulations, maintenance manual, environmental procedures, operator instructions and application plan
- cleaned equipment and spills, and disposed of waste according to workplace and environmental procedures

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- maintained records and reported incidents according to workplace procedures and regulatory requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- control options when selecting chemicals for pests, diseases and weeds infestations, including:
  - chemical
  - mechanical
  - cultural
  - biological
  - integrated pest management including resistance management principles
- types of pest, diseases and weed their treatment and resistance
- legal implications and requirements of chemical labels and SDS
- stakeholders and required notifications including, neighbours, staff and statutory notifications
- impact of weather factors on the safe and effective application of chemicals
- characteristics of chemicals, their mode of action and relevance to chemical selection and use, including:
  - translocated/systemic
  - contact
  - ingested poison
  - protectant
  - eradicant
  - knock-down
  - residual
  - selective/non selective
- factors that contribute to off target damage, including:
  - physical movement of chemicals (e.g. animals moving baits or soil movement)
  - chemical formulation
  - wind speed and direction
  - temperature and relative humidity
  - temperature inversions
  - controlling off target damage
  - rainfall
  - buffer zones and barriers
- hazards of chemical application, including:
  - human and animal health
  - environmental contamination

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  - residues in environment, plants and animals
  - withholding/re-entry periods
- safety requirements when applying chemicals, including:
  - procedures
  - PPE
  - signage
- safe handling, transporting and storage of chemicals
- preparing chemicals including preparation, compatibility, adjuvants and water quality
- requirements for disposal of excess chemicals, clearing spillages and equipment clean up
- selecting and operating suitable application equipment
- features, functions and calibration techniques for powered and hand held application equipment, including:
  - pressure and volume of chemical
  - travel speed
  - nozzle identification, selection, operation
- legislation, regulations and licensing requirements in relation to chemical use.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a typical workplace environment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - chemicals
  - PPE
  - application equipment
  - chemical measuring and mixing equipment
- specifications:
  - specific workplace documents, including work instructions and procedures for chemical application
  - chemical labels and SDS
  - regulations about use of chemicals
  - manufacturers' operation and maintenance instructions for equipment
  - access to weather forecasts or means to measure local weather.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCSW304 Identify Aboriginal and/or Torres Strait Islander culturally significant plants

Modification History

Release	Comments
Release 1	This version released with Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Application

This unit of competency describes the skills and knowledge required to observe, record and report on the presence of plants of Aboriginal and/or Torres Strait Islander cultural significance against criteria provided by a supervisor or as required under legislation, regulations, and/or community protocols. On Country refers to the land, waterways and the sea.

The unit involves the recognition of plants of Aboriginal and/or Torres Strait Islander significance that are commonly encountered in land management situations and covers knowledge of Aboriginal and/or Torres Strait Islander plant identification techniques, local plant names and Community and organisational procedures for obtaining and supplying advice and information about plants. It also involves Community or organisational expectations about the range and number of plants to be recognised.

The unit has a particular focus on culturally significant Aboriginal and/or Torres Strait Islander plants, management and conservation.

This unit applies to the identification and recording of indigenous plants, local bushland and bush foods on Country. The unit applies to working with lore/law men and women either as an autonomous worker or under the appropriate supervision and Cultural Authority of Traditional Owners or Elders for specific Country. An explanation of the differences between lore and law and why both are important is available in the Implementation Guide.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

AHCOCM303 Follow Aboriginal and/or Torres Strait Islander cultural protocols

Unit Sector

Cultural Sites Work (CSW)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for plant recognition	1.1 Recognise range of plants and plant species according to predetermined criteria, and job or client needs 1.2 Work in partnership with local Community and organisations 1.3 Identify and locate resources required for use in recognition activity 1.4 Research potential for rare and endangered plant species in survey area 1.5 Implement processes for plant recognition, including consultation and seeking approval from relevant local Cultural Authorities 1.6 Investigate and document Indigenous Cultural and Intellectual Property (ICIP) principles in relation to local knowledge and cultural protocols 1.7 Identify safety hazards and apply work health and safety procedures
2. Identify specified culturally significant plants	2.1 Name specified plants according to their identifiable characteristics and by their local Aboriginal and/or Torres Strait Islander name 2.2 Determine and record plant habits, characteristics and significant features according to organisational requirements 2.3 Seek advice from Cultural Authorities or supervisors when necessary and where appropriate in the recognition activity
3. Survey and record identification of culturally significant plants in a specified area	3.1 Survey site and record location of plants using maps and grid references 3.2 Record cultural uses and significance of specified plants 3.3 Document information about plants, and add to reference collection according to organisational requirements 3.4 Update reference collection if new plants are recognised 3.5 Record rare or endangered plant species in location if present 3.6 Utilise appropriate disposal techniques for plant debris if specimen collection is necessary 3.7 Apply environmentally sustainable practices for carrying out observation activities to minimise degradation and disturbance 3.8 Record areas requiring restoration and re-establishment of

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	culturally significant plants 3.9 Follow workplace health and safety policies and procedures for carrying out survey activities
4. Identify local bushland and/or bush foods and their uses	4.1 Record the relationship between local foods, physical wellbeing and the land in Aboriginal and/or Torres Strait Islander culture 4.2 Locate and gather information from a range of sources about access to bush foods 4.3 Identify and record local plants using their common, scientific and cultural names 4.4 Identify and record cultural uses of available bush resources for food and medicine 4.5 Identify and record land management practices with respect to conservation of species
5. Identify and report potential threats to culturally significant plants and implement and monitor strategies for restoration	5.1 Identify and record invasive flora and fauna species if present in survey area 5.2 Report location of invasive flora and fauna species 5.3 Develop strategies in partnership with local Community and organisations to support restoration and re-establishment of culturally significant plants 5.4 Assist in the implementation of restoration and re-establishment strategies with local Community and organisations 5.5 Work in partnership with local Community and organisations to monitor and evaluate strategies

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret and extract key information from a range of sources • Read maps and grid references to determine location of culturally significant plants

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Skill	Description
Oral communication	• Use culturally appropriate verbal and non-verbal communication

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCCSW304 Identify Aboriginal and/or Torres Strait Islander culturally significant plants	AHCASW304 Identify Indigenous culturally significant plants	Updated title Application updated Elements and Performance Criteria revised for clarity Foundation Skills added Performance Evidence, Knowledge Evidence and Assessment Conditions updated	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: https: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCSW304 Identify Aboriginal and/or Torres Strait Islander culturally significant plants

Modification History

Release	Comments
Release 1	This version released with Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has identified Aboriginal and/or Torres Strait Islander culturally significant plants at least once and has:

- researched and recorded potential threats from invasive flora and fauna
- documented observations in required format, according to local Community and organisational needs
- carried out survey activities, applying methods to minimise disturbance to the area
- demonstrated adherence to Indigenous Cultural and Intellectual Property (ICIP) principles
- explained and/or demonstrated uses of plants for food and medicine with permission from local Aboriginal and/or Torres Strait Islander Communities
- collected plant specimens according to organisational requirements
- disposed of plant debris according to organisational processes
- supported the implementation of strategies to restore and re-establish areas for culturally significant plants
- utilised available resources and equipment to recognise culturally significant plants accurately
- read map and grid references to identify locations of plants including invasive flora and fauna species
- supported local Communities in monitoring restoration and re-establishment activities
- used standard industry terminology and local Community names for Aboriginal and/or Torres Strait Islander plants
- applied work health and safety practices in the context of own work.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- criteria used to categorise plant species

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- common and scientific names of Aboriginal and/or Torres Strait Islander plants
- biological species occurring in the designated area
- the importance, value or potential impact of the species in a designated area
- the potential impact of invasive species in a local area
- rare and endangered species that may be present in the designated area
- plant identification techniques and plant names used by organisation
- collection of specimens and disposal of plant debris according to legislation and/or sustainability requirements
- methods used to minimise disturbance and degradation of a site including:
  - soil erosion
  - sediment control
  - vegetation disturbance
  - limiting human and mechanical interaction
- reading maps and recording grid references
- measures associated with organisational sustainability plans, including:
  - local government
  - state and federal environmental policies and legislation
- organisational expectations relating to the range and number of Aboriginal and/or Torres Strait Islander plants to be recognised in the survey
- cultural protocols for obtaining and utilising information about Aboriginal and/or Torres Strait Islander plants
- key concepts of ICIP principles
- nutritional and medicinal purposes of bushland and/or bush foods
- workplace health and safety policies and processes
- potential health benefits of plants used for medicines in Aboriginal and/or Torres Strait Islander culture
- land management and conservation techniques applicable to Aboriginal and/or Torres Strait Islander sites work.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated on Country and/or within an Aboriginal and/or Torres Strait Islander Community or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - plants
  - plant recognition resources and equipment
  - internet and field guide reference materials applicable to plant recognition
- specifications:

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    - specific legislation/codes of practice relevant to ICIP, land management and conservation
- relationships:
    - local Community Elders and/or Custodians.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. In addition, the following specific assessor requirements apply to this unit:

- Assessment must be undertaken by a workplace assessor who has expertise in this unit of competency and who is:
    - an Aboriginal and/or Torres Strait Islander Elder and/or Custodian

or:

    - accompanied by, and/or in communication with, an Aboriginal and/or Torres Strait Islander person who is a recognised member of the community with experience and knowledge of local cultural protocols.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: https: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCIRG215 Assist with low volume irrigation operations

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency covers the skills and knowledge required to assist with installing, operating and maintaining low volume irrigation systems. These systems use emitters such as drippers and generally use poly pipe.

It applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Irrigation (IRG)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for work	1.1 Confirm work instructions with supervisor 1.2 Select appropriate materials, tools, equipment and machinery 1.3 Select personal protective equipment and clothing and ensure correct fit

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Element	Performance criteria
	1.4 Identify manual handling and other workplace health and safety hazards 1.5 Identify the site for installation of the irrigation system
2. Install irrigation components	2.1 Prepare the site for installation works 2.2 Assemble and connect system components and test joints 2.3 Connect system to water supply 2.4 Flush and commission system 2.5 Identify and report operating and take corrective actions as directed 2.6 Maintain a clean and safe work area
3. Complete installation work	3.1 Remove waste material from the site and dispose of 3.2 Clean, maintain and store tools, equipment and machinery 3.3 Flush and commission system
4. Carry out start up and shutdown procedures as directed	4.1 Follow start-up sequence 4.2 Shut down system components in sequence 4.3 Drain system 4.4 Record irrigation activity
5. Assist with system maintenance	5.1 Check emitters for serviceability and output 5.2 Maintain delivery components 5.3 Check water supply and pumping system periodically, where required 5.4 Keep maintenance records up to date

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

New unit - no equivalent.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCIRG215 Assist with low volume irrigation operations

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- assemble and join irrigation system components
- carry out basic maintenance tasks
- carry out low volume irrigation operating tasks
- complete installation work
- fix identified faults
- follow directions to operate pumps, filters and valves
- install irrigation components
- look for leaks and faulty emitters
- prepare materials, tools and equipment
- recognise and report faults
- undertake site preparation tasks as directed

Knowledge Evidence

The candidate must demonstrate knowledge of:

- principles and practice of low volume irrigation operation
- characteristics and operation of joints, valves and emitter components
- components in low volume irrigation systems
- emitter spacing, coverage and pressure
- indicators of over and under watering
- installation techniques and procedures
- irrigation controllers
- irrigation pipes, types and sizes

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- irrigation times to deliver sufficient volume without over watering
- methods and techniques of low volume irrigation installation
- operation of low volume irrigation system
- set out procedures
- system malfunctions and their likely causes
- use of recycled water and colour coding of pipes
- water requirements of relevant plants

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCIRG217 Assist with pressurised irrigation operations

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency covers the skills and knowledge required to assist installing, operating and maintaining pressurised irrigation systems. These systems use sprinklers and generally use glued PVC pipe.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Irrigation (IRG)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for work	1.1 Confirm work instructions with supervisor 1.2 Select appropriate materials, tools, equipment and machinery 1.3 Select personal protective equipment and clothing and ensure correct fit

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Element	Performance criteria
	1.4 Identify manual handling and other work health and safety hazards 1.5 Identify the site for installation of the irrigation system
2. Install irrigation components	2.1 Prepare the site for installation works 2.2 Lay irrigation components out 2.3 Dig or tidy trenches where required 2.4 Add or insert system components 2.5 Position and secure lines 2.6 Assist with fitting pumps and valves
3. Complete installation activities	3.1 Check the irrigation system for leaks or blockages 3.2 Identify and report problems and anomalies 3.3 Clean and store equipment, tools and materials 3.4 Collect waste and dispose of or recycle 3.5 Record workplace information in the appropriate format
4. Carry out start up and shutdown procedures as directed	4.1 Follow start-up sequence 4.2 Shut down system components in sequence 4.3 Drain system 4.4 Record irrigation activity
5. Assist with system maintenance	5.1 Check sprinklers for serviceability and output 5.2 Maintain delivery components 5.3 Check water supply and pumping system periodically, where required 5.4 Keep maintenance records up to date

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

New unit - no equivalent.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCIRG217 Assist with pressurised irrigation operations

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- assemble and join irrigation system components
- carry out basic maintenance tasks
- carry out irrigation operating tasks
- complete installation work
- fix identified faults
- follow directions to operate pumps, filters and valves
- look for leaks and faulty sprinklers
- prepare materials, tools and equipment
- recognise and report faults
- undertake site preparation tasks as directed

Knowledge Evidence

The candidate must demonstrate knowledge of:

- principles and practices of pressurised irrigation systems
- characteristics and operation of replaceable components of sprinkler irrigation systems
- environmental impacts of irrigation from ground or underground source
- installation techniques and procedures
- irrigation controllers
- irrigation pipes, types and sizes
- irrigation times to deliver sufficient volume without over watering
- operation of pressurised irrigation system
- set out procedures

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- signs of stress in plants as well as the signs of over and under watering
- sprinkler irrigation components and their function
- sprinkler spacing, coverage and pressure
- system malfunctions and their likely causes
- types of sprinklers

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCIRG219 Assist with low volume irrigation operations

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to assist with installing, operating and maintaining low volume irrigation systems. These systems use emitters such as drippers and generally use poly pipe.

The unit applies to individuals who assist with low volume irrigation operations under general supervision with limited autonomy and accountability.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Irrigation (IRG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm with supervisor activity to be undertaken, including identifying potential hazards and risks and implementing safe working practices to minimise risks to self and others 1.2 Select appropriate materials, tools, equipment and machinery 1.3 Select, fit and use personal protective equipment and clothing applicable to the task

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify the site for installation of the irrigation system
2. Assist with installing irrigation components	2.1 Prepare the site for installation works 2.2 Assemble and connect system components and test joints as directed 2.3 Assist with connecting system to water supply 2.4 Identify and report incorrect operation and take corrective actions as directed 2.5 Maintain a clean and safe work area during installation
3. Complete installation work	3.1 Remove and dispose of waste material according to workplace procedures 3.2 Clean, maintain and store tools, equipment and machinery 3.3 Assist with flushing system according to workplace procedures
4. Carry out start up and shutdown procedures as directed	4.1 Follow start-up sequence according to workplace procedures 4.2 Shut down system components in sequence as directed 4.3 Drain system as directed 4.4 Record irrigation activity according to workplace procedures
5. Assist with system maintenance	5.1 Check emitters for serviceability and output 5.2 Maintain delivery components according to workplace procedures 5.3 Check water supply and pumping system periodically, where required 5.4 Keep maintenance records up to date

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations

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Skill	Description
Oral communication	• Use clear language to confirm work activity and report irrigation system incorrect operation
Numeracy skills	• Identify irrigation system component part numbers
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCIRG219 Assist with low volume irrigation operations	AHCIRG215 Assist with low volume irrigation operations	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCIRG219 Assist with low volume irrigation operations

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has assisted with at least one low volume irrigation operation on at least one occasion and has:

- applied workplace health and safety requirements
- selected, cleaned and maintained materials, tools, equipment and machinery appropriate to the scope of works
- prepared materials, tools and equipment
- undertaken site preparation tasks as directed
- assembled and joined irrigation system components
- installed irrigation components
- fixed identified faults
- recognised and reported irrigation component incorrect operation
- completed installation work
- carried out low volume irrigation operating tasks
- followed directions to operate pumps, filters and valves
- carried out basic maintenance tasks
- looked for leaks and faulty emitters.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace requirements applicable to health and safety in the workplace for assisting with low volume irrigation operations
- characteristics and operation of joints, valves and emitter components
- components in low volume irrigation systems
- irrigation controllers
- irrigation pipes, types and sizes

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- system malfunctions and their likely causes
- installation techniques and procedures
- methods and techniques of low volume irrigation installation
- operation of low volume irrigation system
- principles and practice of low volume irrigation operation
- emitter spacing, coverage and pressure
- indicators of over and under watering.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - low volume irrigation system maintenance tools and equipment
  - personal protective equipment applicable to assisting with low volume irrigation operations
- specifications:
  - workplace requirements applicable to health and safety in the workplace and assisting with low volume irrigation operations
  - work instructions and workplace procedures applicable to assisting with low volume irrigation operations
- relationships:
  - supervisor
- timeframes:
  - according to job requirements.

Assessors of this unit must satisfy the requirements of assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCIRG221 Assist with pressurised irrigation operations

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to assist with installing, operating and maintaining pressurised irrigation systems. These systems use sprinklers and generally use glued PVC pipe.

The unit applies to individuals who assist with pressurised irrigation operations under general supervision with limited autonomy and accountability.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Irrigation (IRG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Read work instructions and confirm with supervisor activity to be undertaken, including identifying potential hazards and risks and implementing safe working practices to minimise risks to self and others 1.2 Select appropriate materials, tools, equipment and machinery for the task 1.3 Select, fit and use personal protective equipment and clothing

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	applicable to the task 1.4 Identify the site for installation of the irrigation system
2. Assist with installing irrigation components	2.1 Prepare the site for installation works 2.2 Lay out irrigation components as directed 2.3 Dig or tidy trenches where required 2.4 Add or insert system components as directed 2.5 Position and secure lines as directed 2.6 Assist with fitting pumps and valves
3. Complete installation activities	3.1 Check the irrigation system for leaks or blockages 3.2 Identify and report problems and anomalies 3.3 Clean, maintain and store tools, equipment and machinery 3.4 Collect waste and dispose of or recycle 3.5 Record workplace information in the appropriate format
4. Assist with start up and shutdown procedures	4.1 Follow start-up sequence as directed 4.2 Shut down system components in sequence as directed 4.3 Drain system as directed 4.4 Record irrigation activity in the appropriate format
5. Assist with system maintenance	5.1 Check sprinklers for serviceability and output 5.2 Maintain delivery components as directed 5.3 Check water supply and pumping system periodically, where required 5.4 Keep maintenance records up to date

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Writing	• Use correct terminology to record irrigation system installation, activity and maintenance
Oral communication	• Use clear language to confirm work activity and report irrigation system incorrect operation
Numeracy skills	• Identify irrigation system component part numbers
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCIRG221 Assist with pressurised irrigation operations	AHCIRG217 Assist with pressurised irrigation operations	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCIRG221 Assist with pressurised irrigation operations

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has assisted with pressurised irrigation operations on at least one occasion and has:

- applied workplace health and safety requirements
- selected and prepared materials, tools, equipment and machinery appropriate to the scope of works
- undertaken site preparation tasks as directed
- assembled and joined irrigation system components
- completed installation work
- looked for leaks and faulty sprinklers
- recognised, recorded and reported maintenance activities and faults
- followed directions to operate pumps, filters and valves
- carried out basic maintenance tasks
- fixed identified faults.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace requirements applicable to health and safety in the workplace for assisting with pressurised irrigation operations
- principles and practices of pressurised irrigation systems
- irrigation controllers
- irrigation pipes, types and sizes
- sprinkler irrigation components and their function
- set out procedures
- installation techniques and procedures
- operation of pressurised irrigation system

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- sprinkler spacing, coverage and pressure
- system malfunctions and their likely causes
- types of sprinklers.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - pressurised irrigation system maintenance tools and equipment
  - personal protective equipment applicable to assisting with pressurised irrigation operations
- specifications:
  - workplace requirements applicable to health and safety in the workplace and assisting with pressurised irrigation operations
  - work instructions and workplace procedures applicable to assisting with pressurised irrigation operations
- relationships:
  - supervisor
- timeframes:
  - according to job requirements.

Assessors of this unit must satisfy the requirements of assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCIRG328 Operate irrigation controller and sensor technology

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to operate irrigation controller and sensor technology as part of irrigation installation, construction and operation.

The unit applies to individuals who operate irrigation controller and sensor technology under broad direction and take responsibility for their own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Irrigation (IRG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm activity to be undertaken, including identifying potential hazards and risks and implementing safe working practices to manage risks 1.2 Select required tools and equipment, and check for safe operation and accuracy 1.3 Select, fit and use personal protective equipment applicable to the task

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Operate irrigation controllers	2.1 Link valves to controllers by wiring or radio signals 2.2 Program controllers according to operating procedures 2.3 Operate controller according to site requirements 2.4 Troubleshoot controller and rectify cause of faults
3. Operate irrigation sensors	3.1 Link sensors to controllers by wiring or radio signals 3.2 Program controllers to monitor sensor 3.3 Operate and monitor accuracy and reliability of sensor control equipment, and adjust where necessary 3.4 Collect samples according to sampling techniques 3.5 Record and interpret readings and observations 3.6 Troubleshoot sensors and rectify cause of faults 3.7 Report discrepancies or malfunctions to management

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Writing	• Complete records of readings and observations legibly and accurately using correct technical terminology
Oral communication	• Use clear language to report discrepancies or malfunctions
Numeracy	• Interpret the measurements of sample results • Make calculations to check the accuracy of program irrigation controllers and adjust electronic flow equipment
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility

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Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and *regional contexts) are included.*

Controllers must include at least 3 of the following:	• stand-alone • Bluetooth • wifi • remote radio controllers • multi-site central controllers.
Sensors must include at least 4 of the following:	• water meters • soil moisture and temperature sensors • air temperature sensors • weather stations • pump pressure sensors • rainfall sensors.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
AHCIRG328 Operate irrigation controller and sensor technology	AHCIRG325 Operate irrigation technology	Title updated Performance criteria clarified Foundation skills added Range of conditions added Assessment requirements updated	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCIRG328 Operate irrigation controller and sensor technology

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated irrigation controller and sensor technology on at least two occasions, and has:

- applied workplace health and safety requirements
- selected tools and equipment appropriate to the scope of works
- maintained and checked irrigation controller and sensor equipment for accuracy
- operated irrigation controllers and sensors
- checked the accuracy of controller and sensor equipment, and adjusted
- recorded the results of sampling and testing
- recorded observations and data.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace requirements applicable to health and safety in the workplace for operating irrigation controller and sensor technology, including working with extra low voltage wiring according to Australian Standards
- basic electrical testing procedures and safety practices
- irrigation controller and sensor operating and testing procedures
- environmental procedures for use, storage and recycling of electronic equipment and batteries
- data recording procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - irrigation controller and sensor installation and operating equipment
  - irrigation controllers and sensors
  - personal protective equipment applicable to installing and operating irrigation controller and sensor technology
- specifications:
  - work instructions and workplace procedures applicable to operating irrigation controller and sensor technology
  - workplace requirements applicable to health and safety in the workplace for operating irrigation controller and sensor technology
  - Australian Standards applicable to working with extra low voltage wiring
  - irrigation controller and sensor operating and testing procedures
  - data recording procedures
  - environmental procedures for use, storage and recycling of electronic equipment and batteries
- relationships:
  - supervisor
- timeframes:
  - according to job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCIRG344 Implement an irrigation schedule

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to interpret an irrigation schedule, determine irrigation shifts, implement and monitor an irrigation schedule, and record irrigation information and activities.

The unit applies to individuals who implement an irrigation schedule under broad direction and take responsibility for their own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Irrigation (IRG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Interpret the irrigation schedule	1.1 Confirm activity to be undertaken, including identifying potential hazards and risks and implementing safe working practices to manage risks 1.2 Select required tools and equipment and check for safe operation 1.3 Select, fit and use personal protective equipment applicable to the task

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Access information on plant growing requirements 1.5 Interpret growing season moisture requirements 1.6 Read the predicted seasonal moisture deficit and watering requirements and check with management 1.7 Record parameters for the irrigation system
2. Determine irrigation shifts	2.1 Subdivide irrigated area into units capable of individual irrigation and note area and irrigation equipment characteristics for each 2.2 Define soil irrigation capability for each unit 2.3 Define crop and plant water requirement for each unit 2.4 Combine units requiring similar irrigation into irrigation shifts 2.5 Ensure irrigation shifts do not exceed water delivery capacity of the property irrigation infrastructure 2.6 Determine the water volume required to meet irrigation needs over specified period
3. Implement irrigation schedule	3.1 Coordinate resources and brief personnel to deliver requirements 3.2 Implement watering program
4. Monitor irrigation	4.1 Inspect plants and crops for growth rate and signs of stress 4.2 Record frequency of irrigation 4.3 Measure and record water usage and confirm water allocation is not exceeded for a given period 4.4 Calculate the difference between estimated and actual water use 4.5 Measure water quality 4.6 Assess plant and crop growth and water use efficiency 4.7 Measure soil for readily available water (RAW) 4.8 Record climate and weather conditions 4.9 Adjust watering program in response to rainfall events and changes to evapotranspiration rates
5. Record irrigation information and activities	5.1 Record plant or crop environment data according to workplace recording procedures 5.2 Record water usage 5.3 Record irrigation shifts

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Record system process data

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Oral communication	• Initiate discussions with personnel using clear language to communicate irrigation schedule delivery requirements
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility
Interact with others	• Use appropriate language and communication skills to disseminate information about irrigation schedule delivery requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCIRG344 Implement an irrigation schedule	AHCIRG327 Implement an irrigation schedule	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCIRG344 Implement an irrigation schedule

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has implemented an irrigation schedule on at least one occasion and has:

- applied workplace health and safety requirements
- selected tools and equipment appropriate to the scope of works
- accessed and interpreted the information in an irrigation schedule
- compared plant health and growth to benchmark requirements
- consulted with appropriate senior personnel or consultants
- instructed irrigation system operators
- implemented the irrigation schedule including consideration of:
  - application rates
  - interaction between different irrigation employees or shifts
  - maintenance programs and supplies
  - materials, chemicals, services
  - resources, including operators with appropriate skills
  - timing and length
- liaised with other work areas
- identified irrigation requirements throughout the growing season by monitoring:
  - climatic conditions
  - crop stage and requirements if applicable
  - effective root depth
  - frost risk
  - plant varietal characteristics and requirements
  - signs of plant nutrient deficiencies
  - soil moisture levels
  - soil type and depth
  - symptoms of water stress

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  - water quality
  - water table level
- monitored irrigation activities, including:
  - environmental impact of irrigation activities
  - identified emitter output consistency
  - identified soil moisture content and depth to which water will reach
  - reported and recorded problems and corrective action taken
  - taken corrective action in response to out-of-specification results or non- compliance
- applied sampling techniques
- conducted soil moisture tests
- identified, rectified and reported environmental non-compliance.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace requirements applicable to health and safety in the workplace for implementing an irrigation schedule
- resource requirements and availability
- irrigation strategies
- principles of soil moisture monitoring, including:
  - volumetric soil moisture content
  - percentage compared to soil moisture tension
- consultation requirements and procedures
- effect of irrigation techniques on plant growth
- visual symptoms of plant nutrient deficiencies, water stress and frost
- recording requirements and procedures
- sampling techniques and procedures
- testing techniques and procedures
- interpretation of routine soil moisture tests
- environmental impacts, hazards and controls for irrigation
- water budgeting tools.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - irrigation equipment operation and maintenance manual
  - irrigation equipment

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    - soil and water sampling equipment
    - personal protective equipment applicable to implementing an irrigation schedule
- specifications:
    - work instructions and workplace procedures applicable to implementing an irrigation schedule
    - irrigation technology tools and equipment and procedures
    - workplace requirements applicable to health and safety in the workplace and implementing and irrigation schedule
    - soil and water testing equipment and procedures
    - recording procedures
- relationships:
    - personnel
- timeframes:
    - according to job requirements.

Assessors of this unit must satisfy the requirements of assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCIRG345 Install pressurised irrigation systems

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to organise resources, set out and prepare an irrigation installation site and install, commission and complete pressurised irrigation system installation.

The unit applies to individuals who install pressurised irrigation systems under broad direction and take responsibility for their own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Irrigation (IRG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Organise resources for installation work	1.1 Confirm activity to be undertaken, including identifying potential hazards and risks and implementing safe working practices to manage risks 1.2 Select required materials, tools, equipment and machinery and check for safe operation 1.3 Check that parts and equipment match system drawings and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	specifications 1.4 Select, fit, use and maintain safety and personal protective equipment applicable to the task 1.5 Carry out pre-operational checks on tools, equipment and machinery 1.6 Identify environmental considerations of irrigation installation activities 1.7 Check water supply to ensure that it is compatible with system specifications
2. Set out and prepare site	2.1 Measure and mark out irrigation lines 2.2 Confirm trenches are at the specified depth without damage to services, facilities, features and established plants 2.3 Observe regulations relevant to the situation 2.4 Use work practices that reflect sustainable horticulture principles and environmental requirements
3. Install irrigation components	3.1 Interpret the irrigation system plan and, where applicable, supervise contractors and monitor work to ensure it conforms to the plan 3.2 Assemble and connect components and complete and test joints 3.3 Fit and adjust fittings and valves and secure all joints 3.4 Maintain a clean and safe work area while installation work is carried out
4. Commission irrigation system	4.1 Calibrate testing and monitoring equipment 4.2 Confirm start-up sequence according to operations manual 4.3 Flush system as required 4.4 Identify operating faults and take corrective where required 4.5 Record work outcomes and report to supervisor
5. Complete installation work	5.1 Finish off earthworks to specifications 5.2 Confirm system configuration and capacity matches installation plan 5.3 Restore site and clear materials and equipment from the site on completion of maintenance works

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Clean and store tools and equipment according workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Writing	• Use the correct terminology to document irrigation installation activities
Oral communication	• Use clear language to report irrigation installation activities
Numeracy skills	• Confirm part numbers
Navigate the world of work	• Recognise and follow workplace requirements, including safety and environmental requirements, associated with own role and area of responsibility

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCIRG345 Install pressurised irrigation systems	AHCIRG331 Install pressurised irrigation systems	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCIRG345 Install pressurised irrigation systems

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has installed pressurised irrigation systems on at least one occasion and has:

- applied workplace health and safety requirements
- selected materials, tools, equipment and machinery appropriate to the scope of works
- organised resources for installation work
- set out and prepared the site
- completed installation work
- calibrated testing and monitoring equipment
- commissioned irrigation system.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace requirements applicable to health and safety in the workplace for installing pressurised irrigation systems
- water quality and water filtration techniques
- the behaviour of water on varying terrain and soil types
- soil characteristics
- soil water retention testing techniques
- calculations for installing pressurised irrigation systems
- characteristics and operation of joints, valves and sprinkler components
- components of a pressurised irrigation system
- methods and techniques of installing pressurised irrigation
- operation of pumps and water flow rates.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - pressurised irrigation system operation and maintenance manual
  - pressurised irrigation system installation equipment
  - personal protective equipment applicable to installing pressurised irrigation systems
- specifications:
  - work instructions and workplace procedures applicable to installing pressurised irrigation systems workplace requirements applicable to health and safety in the workplace and installing pressurised irrigation systems
  - pressurised irrigation system installation tools and equipment and procedures
  - recording procedures
- relationships:
  - supervisor
- timeframes:
  - according to job requirements.

Assessors of this unit must satisfy the requirements of assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCIRG347 Maintain pressurised irrigation systems

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to interpret a maintenance program, inspect and maintain pressurised irrigation systems, and record and report maintenance activities.

The unit applies to individuals who maintain pressurised irrigation systems under broad direction and take responsibility for their own.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Irrigation (IRG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Interpret a pressurised irrigation maintenance program	1.1 Determine the scope of maintenance 1.2 Determine the frequency of maintenance works 1.3 Establish irrigation maintenance standards 1.4 Plan and prepare maintenance works 1.5 Identify potential hazards and risks and implement safe working

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	practices to manage risks 1.6 Minimise environmental impacts of irrigation maintenance activities 1.7 Select, fit and use personal protective equipment applicable to the task
2. Inspect an irrigation system	2.1 Create an inspection checklist and inspect the system regularly 2.2 Identify remedial action required and undertake repairs to restore system to full effectiveness 2.3 Undertake servicing of irrigation mechanical equipment according to operation and maintenance manual 2.4 Assess the results of maintenance works and record to ensure repairs or maintenance standards have been achieved
3. Carry out periodic system maintenance	3.1 Record damage and blockages with contaminants by damage type, location and the section of the system affected 3.2 Record and report damaged or faulty components and computer control systems and take action to effect repairs 3.3 Implement end of season maintenance procedures 3.4 Implement routine and preventative maintenance procedures
4. Complete and record maintenance activities	4.1 Restore site and clear materials and equipment from the site on completion of maintenance works 4.2 Complete maintenance and servicing records according to workplace recording procedures 4.3 Record parts removed or replaced 4.4 Record and report faults and breakages

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Writing	• Use correct terminology to document irrigation service and maintenance activities
Oral communication	• Use clear language to report irrigation service and maintenance activities
Numeracy skills	• Identify and record part numbers
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCIRG347 Maintain pressurised irrigation systems	AHCIRG333 Maintain pressurised irrigation systems	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCIRG347 Maintain pressurised irrigation systems

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has maintained a pressurised irrigation system on at least two occasions and has:

- interpreted and applied maintenance procedures
- applied workplace health and safety requirements
- identified adverse environmental impacts of irrigation activities and taken appropriate remedial action
- checked connections and controllers
- checked sprinkler/emitter output and function
- ensured proper operation of automatic flush valves
- removed, serviced and replaced valves and filters
- confirmed operational pressures
- tested irrigation equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace requirements applicable to health and safety in the workplace for maintaining pressurised irrigation systems
- pressurised irrigation equipment operation and maintenance manual
- characteristics, operation and common operation and maintenance problems of pressurised irrigation system components, including:
  - pipes,
  - joints,
  - valves,
  - emitters, and
  - pumps.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - pressurised irrigation system operation and maintenance manual
  - personal protective equipment applicable to maintaining pressurised irrigation systems
- specifications:
  - work instructions and workplace procedures applicable to maintaining pressurised irrigation systems
  - pressurised irrigation system tools, equipment and procedures
  - workplace requirements applicable to health and safety in the workplace and maintaining pressurised irrigation systems
  - recording procedures
- relationships:
  - supervisor
- timeframes:
  - according to job requirements.

Assessors of this unit must satisfy the requirements of assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM202 Operate tractors

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to prepare for, operate and complete tractor operations under general supervision in the agriculture, horticulture and land management sectors.

Working with tractors is an inherently dangerous activity. Individuals who work at this level must be thoroughly instructed in all health and safety in the workplace aspects of operating tractors. The tractor must also comply with relevant Australian standards for tractors.

The unit applies to individuals who operate tractors to undertake routine work under general supervision with limited autonomy and accountability.

Vehicle must be operated according to relevant state/territory licensing authority vehicle licence requirements and regulations.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Machinery operation and maintenance (MOM)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare tractor for operation	1.1 Confirm with supervisor activity to be undertaken, including identifying potential hazards and risks and implementing safe working practices to manage risks 1.2 Source and interpret machinery operation and maintenance manual and manufacturer instructions for tractor operation 1.3 Select and maintain personal protective equipment and safety equipment according to workplace safety requirements 1.4 Fit and use personal protective equipment according to job requirements and task to be undertaken 1.5 Select and attach equipment as directed by supervisor 1.6 Conduct tractor routine pre-operational checks according to operation and maintenance manual and report faults or malfunctions to supervisor
2. Operate tractor	2.1 Carry out pre-start and start up procedures required for tractor operation 2.2 Drive and operate tractor in a smooth and controlled manner 2.3 Apply workplace environmental and biosecurity procedures associated with tractor operation and minimise impact 2.4 Continually monitor hazards and risks, and ensure safety of self, other personnel, plant and equipment 2.5 Complete work according to agreed plan as directed by supervisor 2.6 Report abnormal monitoring system indicators and alarms to supervisor
3. Complete tractor operation	3.1 Park tractor and conduct shut down procedures 3.2 Perform routine operational servicing according to the operation and maintenance manual 3.3 Report malfunctions, faults, irregular performance or damage to supervisor 3.4 Clean, decontaminate, secure and store tractor and attached equipment 3.5 Remove and store keys in the required location 3.6 Maintain tractor and equipment use records in required format

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Writing	• Document tractor and equipment use
Oral communication	• Use clear language to report malfunctions, faults, irregular performance or damage • Participate in verbal exchanges to respond to questions and clarify instructions
Numeracy	• Calculate quantities of vehicle fluids including fuel • Identify correct tyre pressure or track tension
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Pre-operational checks must include:	• maintenance interval schedule daily check • machine damage and serviceability • guards are in place and undamaged • checking for missing parts • fluid leaks and levels • fuel level • brakes and clutch operation • condition of tyres or tracks • machine controls.

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCMOM202 Operate tractors Release 3	AHCMOM202 Operate tractors Release 2	Minor changes to performance criteria, foundation skills and range of conditions	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCMOM202 Operate tractors

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has prepared for, safely operated and completed tractor operations under general supervision at least once and has:

- identified and reported hazards and implemented safe operating procedures
- carried out tractor pre-operational checks and reported faults to supervisor
- driven and operated a tractor safely, in a smooth and controlled manner
- operated tractors in even and uneven terrain conditions
- carried out tractor shut down procedures
- maintained tractor use records and reported faults or malfunctions
- minimised environmental impacts associated with tractor operation
- followed workplace health and safety procedures for safe tractor operation
- followed industry and workplace biosecurity procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- tractor components, controls and features and operational functions
- tractor operation and maintenance manuals
- tractor steering systems and features
- features, operational functions and procedures for attached equipment
- load limits and the principles of weight distribution with regard to load shifting and tractor movement
- distinguishing characteristics of individual tractors including rated performance capacities

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- effects of various surface and difficult terrain conditions on tractor operation
- duty of care to self, others and the environment
- relevant legislation with regard to tractor operation and licensing requirements
- environmental impacts relevant to operation of vehicles
- health and safety in the workplace requirements to operate a tractor safely
- industry and workplace biosecurity procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
  - individual must not be under the influence of alcohol or drugs
  - individual must not be taking any medication (prescribed or otherwise) that may impair judgement
  - individual must not be in a fatigued state when operating the machinery
- resources, equipment and materials:
  - tractors
  - safety equipment and personal protective equipment applicable to the task being undertaken
- specifications:
  - tractor operation and maintenance manual
  - industry and workplace biosecurity procedures applicable to tractor operation
  - legislation relevant to tractor operation and licensing requirements
- timeframes:
  - according to the job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM213 Operate and maintain chainsaws

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to safely operate a hand-held chainsaw and maintain it in working condition.

This unit applies to cross-cutting fallen timber using safe cutting techniques.

The unit applies to individuals who apply low risk work procedures and comply with worksite health and safety requirements when operating hand-held chainsaws to carry out routine work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Machinery operation and maintenance (MOM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist in preparation of work-site	1.1 Identify location of worksite and fallen timber from scope of works and confirm with supervisor 1.2 Identify site hazards, assess risks and report to supervisor

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm first aid and emergency personnel, equipment and procedures 1.4 Document and implement site health and safety in the workplace, environmental and traffic control measures according to workplace procedures
2. Recognise and apply workplace safety procedures	2.1 Identify hazards and risks relevant to the maintenance and operation of chainsaws and implement safe working practices to manage risks 2.2 Select, fit and use personal protective equipment according to workplace safety procedures 2.3 Confirm with supervisor relevant licensing and legislative requirements with regard to the operation of chainsaws 2.4 Transport chainsaw safely according to operation and maintenance manual
3. Check and prepare chainsaw for use	3.1 Select tools and materials required for maintenance 3.2 Conduct routine checks and maintenance prior to operation, according to chainsaw operation and maintenance manual 3.3 Calculate required fuel oil ratios prior to mixing 3.4 Mix fuel and fuel chainsaw according to operation and maintenance manual 3.5 Identify, tag, record and report chainsaw faults or malfunctions to supervisor
4. Operate chainsaw	4.1 Communicate with work team during operations using voice, hand or whistle signals 4.2 Place supports to ensure a stable base for cutting 4.3 Identify materials to be cut and position them for operation 4.4 Visually assess material to be cut for defects and embedded hazards 4.5 Determine cutting methods appropriate to material type and implement risk controls 4.6 Select and use tools associated with chainsaw use 4.7 Operate chainsaw to cross-cut timber using documented low risk work methods 4.8 Identify and report work-site communication issues to supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.9 Identify and report environmental impacts of chainsaw operation to supervisor
5. Complete and check chainsaw operation	5.1 Record and report chainsaw damage, malfunction and irregular performance according to workplace procedures 5.2 Clean and store chainsaw according to workplace procedures and operation and maintenance manual 5.3 Dispose of debris from operation in accordance with environmental requirements 5.4 Maintain workplace documentation according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Writing	• Document site health and safety in the workplace, environmental and traffic control measures
Oral communication	• Use clear language to report hazards and risks and to confirm work site, first aid and emergency personnel, equipment and procedures • Participate in verbal exchanges to respond to questions and clarify information
Numeracy	• Calculate fuel oil ratios and fuel quantities
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility
Interact with others	• Use verbal and non-verbal communications with work team during operations using voice, hand and whistle signals

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Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Personal protective equipment must include:	• safety helmet • mesh visor • gloves • hearing protection • safety glasses or goggles • safety boots.
Routine checks and maintenance must include at least two of the following:	• checking and adjusting bar • cleaning air filter • cleaning and/or replacing spark plug • sharpening chain.
Supports must include at least one of the following:	• fallen timber • saw horse trestle • v-shaped supports.
Cutting methods must include:	• pulling chains cuts (bottom of bar) • pushing chainsaw cuts (top of bar) • bore / plunge cuts (tip of bar).
Tools must include:	• bars • chains • files • plug spanner.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCMOM213 Operate and maintain chainsaws Release 2	AHCMOM213 Operate and maintain chainsaws Release 1	Minor changes to performance criteria and range of conditions	Equivalent unit

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Links

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Assessment Requirements for AHCMOM213 Operate and maintain chainsaws

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has safely operated a hand-held chainsaw at least once, maintained it in working condition and demonstrated the following:

- determined site location for work and work details and clarified with supervisor
- identified site hazards, assessed risks and reported to supervisor
- confirmed work zone with work crew and monitored site
- confirmed first aid and emergency personnel, equipment and procedures
- applied hazard and risk assessment and implemented controls for chainsaw use
- performed routine checks and maintenance for chainsaw usage according to operation and maintenance manual
- identified, tagged and reported chainsaw faults and malfunctions
- recorded and implemented site health and safety in the workplace, environmental and traffic control measures
- used personal protective equipment that complies with Australian Standards
- safely cross-cut fallen timber using compression and tension cuts with a hand held chainsaw
- used appropriate tools and materials to maintain chainsaw
- applied environmentally responsible workplace practices
- applied low risk work practices including stopping, disengaging quickly and dealing with foreign matter
- cleaned and stored chainsaw
- followed workplace procedures relevant to safely operating a chainsaw.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the principles and practice for operating chainsaws
- chainsaw routine checks and maintenance according to operation and maintenance manual, including:
  - checking and adjusting bar
  - cleaning air filter
  - cleaning and replacing spark plug
  - sharpening chain
- workplace safe operating procedures
- hazards and risks when operating a chainsaw
- relevant Australian Standards concerning chainsaw operation including use of personal protective equipment
- components of chainsaws and their respective functions
- common defects in woody materials
- cutting methods and techniques, patterns and sequence of cuts
- health and safety in the workplace requirements for the operation of a chainsaw including caution and hazard signs and symbols
- environmental impacts associated with operating chainsaws.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
  - personal protective equipment must be worn whilst operating chainsaw
  - individual must not be under the influence of alcohol or drugs
  - individual must not be taking any medication (prescribed or otherwise) that may impair judgement
- resources, equipment and materials:
  - chainsaws
  - chainsaw tools
  - wood
  - safety equipment and personal protective equipment applicable to the task being undertaken
- specifications:
  - chainsaw manufacturer specifications and operator manuals
- timeframes:
  - according to the job requirements.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCOCM302 Work with an Aboriginal and/or Torres Strait Islander Community or organisation

Modification History

Release	Comments
Release 1	This version released with Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Application

This unit of competency describes the skills and knowledge required to work effectively with an Aboriginal and/or Torres Strait Islander Community or organisation while demonstrating an awareness of Aboriginal and/or Torres Strait Islander identity, history and spirituality.

All work is performed in consultation with local Aboriginal and/or Torres Strait Islander People and according to local Community guidelines and cultural protocols.

No licensing, legislative or certification requirements apply to this unit at the time of publication

Pre-requisite Unit

AHCOCM303 Follow Aboriginal and/or Torres Strait Islander cultural protocols

Unit Sector

On Country Management (OCM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Define Australian history from an Aboriginal and/or Torres Strait Islander cultural and Community perspective	1.1 Determine major characteristics of the social structures of a specific Aboriginal and/or Torres Strait Islander Community and record 1.2 Identify and record impacts on Aboriginal and/or Torres Strait Islander social structures following British colonisation

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Record examples of resistance to British colonisation 1.4 Document positive and negative effects of British colonisation 1.5 Examine various approaches that can be undertaken to identify Cultural Authorities for specific Country and Communities 1.6 Research and document contemporary Aboriginal and/or Torres Strait Islander social, economic and political trends in the context of Community life
2. Outline strategies for working with Aboriginal and/or Torres Strait Islander organisations and peoples	2.1 Acknowledge and consider diversity when working within Aboriginal and/or Torres Strait Islander Communities and organisations 2.2 Identify and document Aboriginal and/or Torres Strait Islander methods of communication and working 2.3 Research and document cultural protocols in the local Community 2.4 Recommend strategies with supervisor following consultation and research outcomes
3. Operate effectively in a job role working with an Aboriginal and/or Torres Strait Islander Community or organisation	3.1 Apply Aboriginal and/or Torres Strait Islander cultural protocols according to Community and organisational guidelines and procedures 3.2 Build and maintain genuine relationships within the Aboriginal and/or Torres Strait Islander Community and organisation 3.3 Reciprocate mutual respect through effective engagement and shared outcomes with the Community and organisation over time 3.4 Obtain and document feedback on personal work performance from supervisor

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret and extract information from a range of sources
Oral communication	• Use culturally appropriate verbal and non-verbal communication

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCOCM302 Work with an Aboriginal and/or Torres Strait Islander Community or organisation	AHCILM305 Work with an Aboriginal Community or organisation	Title updated Application updated Elements and Performance Criteria revised for clarity Foundation Skills added Performance Evidence, Knowledge Evidence and Assessment Conditions updated	Not equivalent

Links

https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72 - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCOCM302 Work with an Aboriginal and/or Torres Strait Islander Community or organisation

Modification History

Release	Comments
Release 1	This version released with Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual, in working in an Aboriginal and/or Torres Strait Islander Community or organisation, has:

- researched and documented Aboriginal and/or Torres Strait Islander history since British colonisation and its effect on a Community
- reflected on own assumptions and bias
- sought feedback on own performance
- used interpersonal skills to demonstrate empathy and respect in working within Aboriginal and/or Torres Strait Islander Communities and organisations
- communicated with Aboriginal and/or Torres Strait Islander people with an awareness of local cultural protocols
- built effective and productive working relationships with Aboriginal and/or Torres Strait Islander people and Communities.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Aboriginal and/or Torres Strait Islander history, cultural values, and interpersonal and Community protocols
- stereotypes, conscious and unconscious bias in the workplace
- social structures of the Aboriginal and/or Torres Strait Islander Community
- Aboriginal and/or Torres Strait Islander cultural customs and heritage of local Communities
- key aspects of Aboriginal and/or Torres Strait Islander history and impact of British colonisation on Community and individuals
- feedback on personal performance including:

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- interpersonal ways of communicating, including sharing of information
- adherence to Aboriginal and/or Torres Strait Islander cultural protocols.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated on Country and/or within an Aboriginal and/or Torres Strait Islander Community or an environment that accurately represents workplace conditions
- specifications:
  - legislation/codes of practice relevant to working in and Aboriginal and/or Torres Strait Islander Community or organisation
  - organisation's policies and procedures relevant to working in and Aboriginal and/or Torres Strait Islander Community or organisation
- relationships:
  - local Community Elders and/or Custodians.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. In addition, the following specific assessor requirements apply to this unit:

- Assessment must be undertaken by a workplace assessor who has expertise in this unit of competency and who is:
  - an Aboriginal and/or Torres Strait Islander Elder and/or Custodian

or:

  - accompanied by, and/or in communication with, an Aboriginal and/or Torres Strait Islander person who is a recognised member of the community with experience and knowledge of local cultural protocols.

Links

https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72 - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCOCM303 Follow Aboriginal and/or Torres Strait Islander cultural protocols

Modification History

Release	Comments
Release 1	This version released with Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Application

This unit of competency describes the skills and knowledge required to apply Aboriginal and/or Torres Strait Islander cultural protocols, including the need to identify the appropriate persons when approaching a Community and the cultural and social protocols associated with that task. Cultural landscapes and on Country refer to the land, waterways and the sea.

This unit applies to individuals working with local Aboriginal and/or Torres Strait Islander Community groups ensuring cultural safety is acknowledged through shared respect, meaning and knowledge. An explanation of the differences between lore and law and why both are important is available in the Implementation Guide.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

On Country Management (OCM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1.Identify Aboriginal and/or Torres Strait Islander beliefs and	1.1 Identify and document the importance of Aboriginal and/or Torres Strait Islander beliefs and the relationship of these beliefs with cultural landscapes

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
cultural protocols of specific Country	1.2 Recognise the richness and diversity of relationships within the local Aboriginal and/or Torres Strait Islander Community 1.3 Recognise local language groups and kinship networks within specific Country 1.4 Acknowledge the rights of individuals within Communities and on Country to hold specific knowledge and Ceremony and responsibility for cultural sites and the cultural rules 1.5 Acknowledge the rights of individuals within Communities and on Country to hold the responsibility associated with sharing cultural knowledge
2. Identify Aboriginal and/or Torres Strait Islander Cultural Authorities for specific Country in culturally appropriate ways	2.1 Apply various approaches and resources to identify Cultural Authorities for specific Country 2.2 Identify and consult with appropriate Cultural Authorities and people within Communities 2.3 Acknowledge the cultural significance of Aboriginal and/or Torres Strait Islander objects and places 2.4 Respect and implement the provision of advice by Cultural Authorities 2.5 Support cultural Knowledge Holders in the decision-making process to determine the cultural significance of objects and places 2.6 Acknowledge and respect traditional knowledge and practices in managing Country and environment
3. Apply Aboriginal and/or Torres Strait Islander cultural protocols	3.1 Identify and record key cultural protocols required for Aboriginal and/or Torres Strait Islander Community consultation 3.2 Acknowledge determination of Aboriginal and/or Torres Strait Islander Peoples as the primary source of cultural information 3.3 Select participants for and methods of consultation according to decisions made by Aboriginal and/or Torres Strait Islander Cultural Authorities 3.4 Use communication approaches that prioritise Aboriginal and/or Torres Strait Islander cultural protocols 3.5 Undertake participation in local Community consultation following appropriate cultural protocols
4. Recognise and administer Aboriginal	4.1 Investigate ownership rights and intellectual property rights of Aboriginal and/or Torres Strait Islander cultural information and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and/or Torres Strait Islander ownership and intellectual property rights	material 4.2 Seek permissions and comply with decisions from Cultural Authorities, relevant individuals and organisations 4.3 Recognise rights to control cultural heritage by Aboriginal and/or Torres Strait Islander Peoples 4.4 Apply access restrictions to cultural knowledge, information and material 4.5 Apply confidentiality measures for recording cultural information 4.6 Identify and report any infringement of copyright and Indigenous Cultural and Intellectual Property (ICIP)
5. Access, transfer and use cultural information and material	5.1 Seek permissions from Cultural Authorities, relevant local Aboriginal and/or Torres Strait Islander Peoples and organisations 5.2 Comply with cultural restrictions, copyright, and licensing issues on Aboriginal and/or Torres Strait Islander cultural information and material 5.3 Follow Aboriginal and/or Torres Strait Islander cultural requirements regarding the display, access and handling of Aboriginal and/or Torres Strait Islander cultural information and material 5.4 Implement a process of consent for the access, transfer and use of cultural information and materials following local Community cultural protocols and key principles of ICIP
6. Use appropriate personal and social protocols	6.1 Use local cultural protocols for addressing and greeting Aboriginal and/or Torres Strait Islander Peoples 6.2 Apply local Community cultural protocols to guide personal presentation and conduct 6.3 Use personal communication styles that reflect the cultural practice and social cues of the local Community 6.4 Maintain a flexible attitude to address cultural diversity and cross-cultural differences

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret and extract information from a range of sources
Oral communication	• Use culturally appropriate verbal and non-verbal communication

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCOCM303 Follow Aboriginal and/or Torres Strait Islander cultural protocols	AHCILM306 Follow Aboriginal cultural protocols	Title updated Application updated Elements and Performance Criteria revised for clarity Foundation Skills added Performance Evidence, Knowledge Evidence and Assessment Conditions updated	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCOCM303 Follow Aboriginal and/or Torres Strait Islander cultural protocols

Modification History

Release	Comments
Release 1	This version released with Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has followed Aboriginal and/or Torres Strait Islander cultural protocols when approaching a Community associated with a task, and has:

- identified and consulted with appropriate Cultural Authorities for a local Aboriginal and/or Torres Strait Islander Community, place or site
- sought permission to share cultural information, material and cultural expression
- identified groups to be consulted in relation to Owners or Custodians of cultural and Community knowledge, information and/or material
- followed protocols for consultation, research and recording information about local Communities
- applied key requirements of Indigenous Cultural and Intellectual Property (ICIP)
- involved local Aboriginal and/or Torres Strait Islander Communities in decision-making processes
- used appropriate communication for discussion and meaning during consultation
- demonstrated respect and cultural sensitivity towards Aboriginal and/or Torres Strait Islander Peoples' beliefs, customs, values, lore/law, ceremonies and histories.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- diversity within Aboriginal and/or Torres Strait Islander Communities
- relationships, including immediate family, blood relatives and relatives through marriage, Community members
- cultural rights and responsibilities when seeking and using Aboriginal and/or Torres Strait Islander Community knowledge, information and material
- key principles of ICIP
- free, prior, and informed consent in decision-making processes

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- Aboriginal and/or Torres Strait Islander Peoples' and local Community cultural values and protocols
- authentic and authoritative sources for Aboriginal and/or Torres Strait Islander Peoples' local cultural information, and material
- authentic and authoritative sources for Aboriginal and/or Torres Strait Islander Peoples' local history
- appropriate verbal and non-verbal communication methods, including:
  - questioning
  - eye contact
  - silence where appropriate
- rights and responsibilities associated with cultural knowledge, story, song, site and Ceremony
- cultural protocols and their alignment to workplace practices, personal presentation and conduct.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated on Country and/or within an Aboriginal and/or Torres Strait Islander Community or an environment that accurately represents workplace conditions
- specifications:
  - legislation/codes of practice relevant to following Aboriginal and/or Torres Strait Islander cultural protocols
- relationships:
  - local Community Elders and/or Custodians.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. In addition, the following specific assessor requirements apply to this unit:

- Assessment must be undertaken by a workplace assessor who has expertise in this unit of competency and who is:
  - an Aboriginal and/or Torres Strait Islander Elder and/or Custodian

or:

  - accompanied by, and/or in communication with, an Aboriginal and/or Torres Strait Islander person who is a recognised member of the community with experience and knowledge of local cultural protocols.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCPHT201 Plant horticultural crops

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to plant horticultural crops in the annual, vegetable and flower growing industries.

It applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Production horticulture (PHT)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for crop planting operations	1.1 Follow instructions about planting the crop 1.2 Prepare machinery, equipment and tools for crop planting 1.3 Recognise workplace hazards and report safety concerns 1.4 Use and maintained personal protective equipment (PPE)

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Element	Performance criteria
2. Prepare the site and plant material for planting	2.1 Prepare soil or growing media 2.2 Implement crop protection 2.3 Apply pre-planting treatments 2.4 Store planting material where required 2.5 Operate machinery, equipment and tools for soil preparation
3. Carry out planting operations	3.1 Select planting material 3.2 Store, handle and transport planting materials to the site 3.3 Carry out planting 3.4 Water plants in and apply post-planting treatments

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCPHT201A Plant horticultural crops.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCPHT201 Plant horticultural crops

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- apply agricultural chemicals under supervision
- apply enterprise quality standards
- estimate spacing and planting patterns
- follow safety procedures
- identify workplace hazards
- measure quantities of plant materials and treatments
- operate machinery to manufacturers specifications and low risk operating procedures
- select planting material
- use and maintain planting equipment

Knowledge Evidence

The candidate must demonstrate knowledge of:

- principles and practices for planting horticultural crops
  - basic plant physiology
  - basic preparation of soil and growing media
  - environmental impacts and risks of planting horticultural crops
  - growing requirements of plants
  - importance of correct timing and procedures for crop planting
  - importance of field hygiene and quality control in regard to crop planting
  - nutritional, water and other requirements of the crop
  - principles of pest, weed and disease control
  - pre-planting soil and plant treatments and their importance

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- soil structure and health

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCSOL203 Assist with soil or growing media sampling and testing

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to assist with the sampling and testing of soil or growing media, including collecting soil or media samples, performing basic tests on soil or media samples, and completing sampling and testing activities.

The unit applies to individuals who assist with soil or growing media sampling and testing under general supervision with limited autonomy or accountability.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Soils and Media (SOL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Collect soil or media samples for testing	1.1 Confirm with supervisor soil or growing media to be sampled 1.2 Select soil or growing media sampling tools and materials 1.3 Follow environmental and biosecurity procedures when sampling and testing soil and growing media, to minimise impact

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Select, fit and use personal protective equipment applicable to the task 1.5 Take samples as instructed 1.6 Assist with labelling and recording samples as required
2. Perform basic tests on soil or media sample	2.1 Recognise basic features of soil or growing media 2.2 Assist with testing and inspecting physical properties of samples 2.3 Assist with testing chemical properties of samples 2.4 Relate soil or growing media test results to suitability for plant requirements
3. Complete sampling and testing activities	3.1 Remove and dispose of waste material 3.2 Clean and return tools and materials to required location 3.3 Identify and report unserviceable tools and materials according to workplace procedures 3.4 Record soil or growing media test results according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about soil and growing media sampling and testing
Writing	• Use clear language and accurate industry terminology to prepare and record soil and media test results
Oral communication	• Use clear language to confirm soil and media to be sampled and to report tool and materials unserviceability

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCSOL203 Assist with soil or growing media sampling and testing	AHCSOL202 Assist with soil or growing media sampling and testing	Minor changes to application Element and performance criteria added Foundation skills added Assessment requirements updated	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCSOL203 Assist with soil or growing media sampling and testing

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has sampled and tested soil or growing media on at least two occasions, and has:

- selected and used soil and growing media sampling tools and material
- minimised environmental impacts associated with testing soil and media
- followed industry and workplace biosecurity procedures
- applied workplace health and safety requirements
- collected and described soil and media samples
- performed basic descriptive tests for soil or media properties
- assisted with the use of simple soil testing equipment for testing pH and salinity
- removed and disposed of waste material
- recorded soil and media test results and reported unserviceable tools and materials.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- environmental impacts associated with testing soil or growing media
- industry and workplace biosecurity procedures applicable to soil and growing media testing
- workplace requirements applicable to health and safety in the workplace for testing soil or growing media
- principles and practices for recognising soils or growing media properties, including:
  - basic soil or media tests
  - basic soil or media chemical properties
  - basic soil or media physical properties
  - soil or media plant relationship

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- soil or media sampling techniques.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - soil and growing media sampling and testing tools and materials
  - personal protective equipment applicable to soil and growing media sampling and testing
- specifications:
  - workplace requirements applicable to health and safety in the workplace, and sampling and testing soil and growing media
  - industry and workplace biosecurity procedures applicable to sampling and testing soil and growing media
- relationships:
  - supervisor
- timeframes:
  - according to job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK209 Participate in environmentally sustainable work practices

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to follow workplace procedures and instructions and to participate in environmentally sustainable work practices.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify current resource use	1.1 Identify workplace environmental and resource efficiency issues 1.2 Identify resources used in own work role 1.3 Document and measure current usage of resources using appropriate techniques

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Element	Performance criteria
	1.4 Record and file documentation measuring current usage, using technology (such as software systems) where applicable 1.5 Identify and report workplace environmental hazards to supervisor
2. Comply with environmental regulations	2.1 Follow workplace procedures to ensure compliance 2.2 Report breaches or potential breaches to appropriate personnel
3. Seek opportunities to improve resource efficiency	3.1 Follow organisational plans to improve environmental practices and resource efficiency 3.2 Work as part of a team, where relevant, to identify possible areas for improvements to work practices in own work area 3.2 Make suggestions for improvements to workplace practices in own work area

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK209A Participate in environmentally sustainable work practices

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK209 Participate in environmentally sustainable work practices

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify workplace environmental and resource efficiency issues
- identify and measure resources used in own work role
- record measurements of current usage and filing documentation using appropriate technology
- identify and report workplace environmental hazards to supervisor
- follow workplace procedures to ensure compliance
- report breaches or potential breaches to supervisor
- follow organisational plans to improve environmental practices and resource efficiency
- work as part of a team to identify possible areas for improvements
- use industry standard terminology
- apply work health and safety in the context of own work.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- environmental and resource hazards and risks
- environmental or sustainability legislation, regulations and codes of practice applicable to own work role
- work health and safety issues and requirements applicable to own role
- organisational structure, and reporting channels and procedures
- relevant environmental and resource efficiency systems and procedures
- sustainability in the workplace

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- terms and conditions of employment including policies and procedures, such as daily tasks, employee and employer rights, equal opportunity.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK309 Apply environmentally sustainable work practices

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to apply environmentally sustainable work practices.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others.

Work routines meet organisational and compliance requirements for ethical handling and welfare of animals, environmental sustainability, work health and safety, and biosecurity appropriate to the work role.

No licencing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Identify current practices in relation to resource usage and sustainability	1.1 Identify current environmental regulations and associated procedures applying to the workplace 1.2 Identify environmental sustainability policy and procedures applicable to the workplace 1.3 Identify resource usage in the workplace using purchasing and other relevant data 1.4 Access information on impact of resource usage on environmental sustainability 1.5 Conduct a safety hazard analysis and risk assessment
2. Contribute to the review of workplace environmental sustainability practices	2.1 Collect information on environmental sustainability and resource efficiency systems relevant to the workplace 2.2 Review current practices and identify potential areas for improvement 2.3 Seek suggestions and ideas from stakeholders to improve the management of the environment and resource efficiency 2.4 Contribute to development of tools or resources to help make improvements in the workplace, using collected information 2.5 Communicate proposed improvements to management
3. Apply improvement strategies	3.1 Use appropriate techniques and tools to assist in achieving efficiencies and environmental targets 3.2 Apply life cycle management principles 3.3 Apply strategies to minimise waste and employ recycling, re-use or re-purposing where appropriate 3.4 Apply strategies to minimise environmental risks and impacts
4. Record and report on work practices	4.1 Use monitoring and evaluation tools and technology where available 4.2 Record incidents where sustainability policy and procedures have been breached 4.3 Record and report on progress against resource efficiency and environmental targets 4.4 Provide feedback to management on environmental sustainability review and improvement process 4.5 Promote organisational improvement strategies

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is not equivalent to AHCWRK313A Implement and monitor environmentally sustainable work practices. No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK309 Apply environmentally sustainable work practices

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify current procedures and practices related to environmental regulations
- identify current procedures and practices related to minimising impact of resource usage on environment
- make contributions to the review of environmental sustainability procedures and practices through research and development of tools or techniques
- use appropriate techniques and tools to assist in achieving resource efficiencies and environment targets
- use communication skills to:
  - convey proposed improvements
  - provide feedback on improvement processes
  - promote organisational improvement strategies
- apply life cycle management principles in strategies to improve resource usage, reduce waste, employ recycling, re-use, or re-purposing, and to minimise environmental risks and impacts
- use tools and technology to monitor effectiveness of improvement strategies, and incidents that breach sustainability policy and procedures
- record and report on progress against resource efficiency and environmental targets.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- basic environmental sustainability principles
- environmental legislation, regulations, standards, codes of practices as may be relevant to industry sector and workplace

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- relevant internal and external sources of information that can be used to identify sustainability improvements
- common environmental and energy efficiency issues within the industry
- environmental hazards and risks associated with the relevant industry sector
- organisation's sustainability work policies and procedures
- principles of resources efficiency and life cycle management
- practices for disposal or recycling of waste associated with relevant industry sector
- organisation's recording and reporting systems.

Assessment Conditions

Assessors must satisfy current standards for RTOs

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK310 Provide on-job training support

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to provide on-job training support.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They use discretion and judgement in the selection and use of available resources.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify needs for on-the-job training support	1.1 Determine training needs in consultation with supervisor and employee or trainee 1.2 Obtain agreement on the extent and scope of training support to be provided with the supervisor 1.3 Define outcomes from training prior to commencement

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Element	Performance criteria
	1.4 Clarify methods of providing on-job training support and obtain agree from supervisor
2. Support on-the-job training	2.1 Confirm training outcomes with the learner 2.2 Deliver training as directed and in accordance with workplace procedures and relevant legislation 2.3 Practice opportunities are provided to re-enforce the training
3. Provide follow-up and support to learner	3.1 Opportunities to apply competencies on-the-job are provided 3.2 Constructive feedback and coaching are provided to assist learning 3.3 Feedback of employee's progress is given to the supervisor in the workplace

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK310A Provide on-job training support.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK310 Provide on-job training support

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and providing a safe learning environment
- determine training needs and required outcomes
- deliver training in work skills
- identify needs for on-the-job training support
- provide follow-up and support to learner
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- adult learning principles
- setting up on-job training support
- approaches to on-job training support
- resources required for on-job training support
- reviewing and reporting on on-job training support
- work health and safety issues related to on-job training support.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AMPX207 Vacuum pack product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to pack meat products using vacuum packaging.

This unit is applicable to workers packing meat and meat products in boning rooms, offal rooms, smallgoods plants, wholesalers and food services operations. It is not applicable to small scale vacuum packaging in retail operations.

This unit must be delivered in the context of Australian meat processing standards and regulations.

All work should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who work under general supervision, exercise limited autonomy and have some accountability for their own work.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Select packaging	1.1 Bag product in appropriately sized bag

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Element	Performance criteria
	1.2 Arrange product in appropriate container
2. Set machine requirements	2.1 Complete requirements in preparation for start-up of vacuum packing machine to workplace requirements 2.2 Set machine requirements 2.3 Follow start-up procedures to workplace requirements 2.4 Attach and change packing materials to workplace requirements and product specification 2.5 Place bagged meat on the vacuum packing machine or in the formed pockets as appropriate 2.6 Place open ends of bags flat across the sealing bar or meat contained in pockets as appropriate 2.7 Follow workplace health and safety, hygiene and sanitation requirements
3. Operate machinery	3.1 Operate vacuum packaging machine in accordance with workplace requirements 3.2 Vacuum pack a variety of products to customer specifications, hygiene and sanitation, workplace health and safety, and Quality Assurance (QA) requirements at a speed that is the same as production requirements 3.3 Shrink bags using hot water baths where appropriate 3.4 Drain bagged cuts 3.5 Perform shut-down procedures to workplace requirements
4. Perform routine maintenance	4.1 Change dyes according to workplace requirements 4.2 Take corrective action when leaks and defects are identified, according to workplace requirements 4.3 Change plates as required
5. Ensure quality of packaging and product	5.1 Inspect bagged cuts for leaks and other defects 5.2 Place bagged cuts in cartons according to specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMPSR201C Vacuum pack product.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX207 Vacuum pack product

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Performance Evidence

The candidate must be observed vacuum packing products.

The candidate must:

- prepare for vacuum packaging according to workplace health and safety, and workplace requirements
- vacuum pack bagged cuts with no leaks or defects
- explain defects that can occur during packaging
- demonstrate hygienic cleaning of equipment
- demonstrate hygienic work practices for vacuum packing
- apply relevant communication and mathematical skills
- apply relevant regulatory requirements
- manage time and priorities

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- sub-standard or contaminated product and workplace procedures for dealing with sub-standard or contaminated product
- defects that can occur during packaging
- packaging requirements
- specific workplace health and safety requirements for vacuum packing
- purpose of vacuum packaging
- relevant communication and mathematical skills
- relevant regulatory requirements
- general operating principles, including start-up and shut-down procedures
- manufacturer's and workplace requirements for vacuum packaging of product

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Assessment Conditions

Competency should be demonstrated at the normal speed of production.

Assessment should take place in an operating meat processing plant or food service operation.

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration or project
- workplace referee or third-party report of performance over time

Assessors must satisfy the current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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AMPX219 Follow electronic labelling and traceability systems in a food processing establishment

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to be able to understand and follow electronic labelling and traceability systems in food processing establishments according to domestic and export customer requirements.

The unit applies to individuals who are responsible for labelling food product, ready for despatch.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

All food processing sectors

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm traceability requirements with	1.1 Identify and explain regulatory requirements for food product traceability

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
coworkers	1.2 Identify and explain customer requirements or importing country requirements for food product traceability 1.3 Explain the purpose of traceability systems for food products 1.4 Explain how traceability is maintained throughout the production and processing cycle
2. Label product	2.1 Generate product labels using workplace electronic labelling system 2.2 Apply labels to product according to customer requirements and workplace policies and procedures 2.3 Scan product and send to load out area for despatch
3. Record labels and product	3.1 Ensure records of all product are maintained according to workplace policies and procedures 3.2 Check records for accuracy and completeness 3.3 Report and rectify any errors or mislabelled product according to workplace procedures, regulatory requirements and customer requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Reads and comprehends product labels
Oral communication	• Reports issues to appropriate person
Numeracy	• Weighs product to generate labels • Counts and checks records to ensure accuracy

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPX219 Follow electronic labelling and traceability systems in a food processing establishment	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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Assessment Requirements for AMPX219 Follow electronic labelling and traceability systems in a food processing establishment

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has followed a workplace labelling and traceability system on at least one occasion, including:

- correctly generated product labels
- correctly applied labels to product
- checked workplace records to ensure labels are traceable and accurate
- recorded any errors according to workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- regulatory requirements for traceability of food products
- customer or importing country requirements for traceability of products
- risks of breaches in traceability systems
- implications of food fraud to the industry
- workplace policies and procedures for:
  - operating electronic labelling system
  - reporting and recording labelling errors
- traceability requirements for:
  - regulatory bodies
  - customers.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a food processing facility at normal chain speed
- resources, equipment and materials:
  - workplace electronic labelling system
- specifications:
  - workplace documents such as policies, procedures, processes and forms
  - work instructions and standard operating procedures
  - customer requirements
  - regulatory requirements.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7

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BSBAUD511 Initiate quality audits

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to initiate and organise quality audits. It covers assessing the scope and objectives of quality audits; communicating with the auditees and developing and submitting a quality audit plans.

The unit applies to individuals who have an established knowledge base in quality auditing, and who are proficient in using a range of quality auditing and managerial techniques to initiate quality audits. Individuals may also supervise and monitor the processes and outcomes of others working in a quality audit team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Audit and Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess quality audit scope and objectives	1.1 Identify standards that impact on the environment in which audit operates 1.2 Determine and agree on audit objectives and scope with auditee and other required stakeholders 1.3 Identify risks within scope of quality audit
2. Communicate with auditee	2.1 Consult with auditee and determine relevant information 2.2 Prepare audit notifications according to organisational protocols 2.3 Confirm proposed audit methods and techniques to be applied

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ELEMENT	PERFORMANCE CRITERIA
	with auditee 2.4 Outline audit processes and establish sequence of audit activities, and the role of the audit team and auditee
3. Prepare resources for quality audit	3.1 Identify resources required to perform the quality audit 3.2 Select audit team members on the basis of relevant expertise 3.3 Identify resources required with auditee
4. Develop and submit quality audit plan	4.1 Develop quality audit plan according to established scope and objectives 4.2 Assign roles and responsibilities to audit team members 4.3 Assign timing, schedules and responsibilities for implementation of the audit plan 4.4 Document and submit audit plan to auditee for approval, where required
5. Prepare audit team	5.1 Inform audit team members of their responsibilities, audit objectives and scope 5.2 Communicate audit plan and schedules to all audit team members 5.3 Discuss and clarify audit methods and techniques with audit team members
6. Review auditee documentation	6.1 Determine auditee's previous quality audits as relevant and establish impact on the conduct of the current audit 6.2 Source organisational documentation from auditee, and check adequacy of documentation provided 6.3 Review documents, and determine and source any further documentation required
7. Prepare audit documentation	7.1 Develop checklist according to audit scope and objectives 7.2 Create entry and exit meeting agendas according to organisational templates

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Interprets and analyses information from organisational documentation
Writing	• Develops a range of documents using structure, tone and vocabulary

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Skill	Description
	appropriate to audience, context and purpose • Records and amends information and conveys details in accordance with audit objectives
Oral Communication	• Participates in spoken exchanges using structure and language to suit the audience • Uses questioning and listening techniques to clarify requirements
Numeracy	• Uses mathematical calculations for project scheduling
Planning and organising	• Monitors adherence to organisational policies and relevant standards
Teamwork	• Collaborates with others to negotiate acceptable outcomes, playing an active role in facilitating effective group interaction
Problem solving	• Identifies and addresses complex problems within own scope, recognising when to seek the expertise of others
Self-management	• Organises, plans and sequences own workload and schedules work activities of others
Technology	• Uses digital tools and systems to assist in initiating quality audits

Unit Mapping Information

Supersedes and is equivalent to BSBAUD501 Initiate a quality audit.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBAUD511 Initiate quality audits

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- produce documented audit plans for auditees on at least two different occasions, including:
  - scope and objectives of the audit
  - proposed audit methods and techniques to be used
  - required resources and audit plan
  - allocation of individual audit team member responsibilities.

In the course of the above, the candidate must:

- use terminology relating to quality auditing in communications.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- auditing codes of practice and ethics
- auditing methods and techniques, including audit plans and value adding activities
- requirements of auditing regulations and standards
- current audit practices
- quality auditing principles, techniques and systems
- requirements of organisational and audit style manual protocols for written communications
- key features of technology required for quality auditing activities described in performance evidence.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

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This includes access to:

- workplace documentation including previous quality audit reports, checklists, risk management plans and audit plans.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBAUD512 Lead quality audits

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to lead audit teams as they conduct quality audits. It covers conducting entry and exit meetings; identifying and gathering relevant information; managing audit team resources; and providing feedback to audit team members on their performance.

The unit applies to individuals who have a well-established knowledge of quality auditing and who are proficient in using a range of quality auditing and managerial techniques to supervise quality audit teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Audit and Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Lead entry meeting	1.1 Confirm agenda is prepared for entry meeting 1.2 Review and confirm proposed audit plan with relevant stakeholders in entry meeting 1.3 Make changes to audit plan, as required
2. Identify and gather evidence	2.1 Identify sources of information according to audit plan 2.2 Interview relevant stakeholders 2.3 Gather information and documentation
3. Manage audit team	3.1 Supervise activities of audit team members

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ELEMENT	PERFORMANCE CRITERIA
resources	3.2 Re-assign team members, as required 3.3 Instigate contingency actions, as required
4. Lead exit meeting	4.1 Review, assess, and reach agreement on audit team findings according to audit plan 4.2 Prepare for exit meeting 4.3 Examine results and findings against audit objectives and present to relevant stakeholders 4.4 Confirm reporting arrangements for the quality audit with the auditee 4.5 Explain context and consequences of audit and discuss follow-up 4.6 Review and submit final audit report according to audit plan
5. Lead team members in performance improvement	5.1 Provide feedback on performance to audit team 5.2 Encourage and support audit team to review their own work 5.3 Provide and document advice for individual improvement

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Interprets and analyses information from audit scoping materials
Writing	• Develops a range of documents using relevant structure, tone and vocabulary appropriate to audience, context and purpose • Records and amends information and conveys details in accordance with audit objectives
Oral Communication	• Participates in spoken exchanges using clear language, tone and pace • Uses questioning and listening techniques to clarify requirements
Numeracy	• Uses mathematical calculations to analyse and arrange numeric information
Teamwork	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to team communication requirements • Recognises the importance of rapport in establishing and building effective working relationships • Collaborates with others to negotiate acceptable outcomes, playing an active role in directing and facilitating effective group interaction
Initiative and	• Makes a range of critical and non-critical decisions in relatively

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Skill	Description
enterprise	complex situations, taking a range of factors into account
Self-management	• Organises, plans and sequences own workload and schedules work activities of others
Problem solving	• Responds to problems requiring immediate attention, drawing on past experiences to devise solutions
Technology	• Uses digital tools and systems to assist in leading a quality audit team

Unit Mapping Information

Supersedes and is equivalent to BSBAUD503 Lead a quality audit.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBAUD512 Lead quality audits

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- lead a quality audit team on at least two occasions, including:
  - leading entry and exit meetings
  - identifying all objectives, schedules and relevant information and confirming they have been included in the audit plan
  - managing the information gathering process by team members, and analysing, synthesising and reporting of the findings
  - assisting team members to continuously improve their performance.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- quality auditing principles, methods and techniques
- requirements of auditing standards
- key features of technology required for quality auditing activities for leading a quality audit team
- strategies to develop performance improvement in audit team members.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation including previous quality audit reports
- checklists
- risk management and audit plans.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBAUD513 Report on quality audits

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to report on the outcomes of quality audits and take appropriate follow up actions. It covers compiling audit results, preparing reports for relevant stakeholders, and negotiating follow up actions with relevant stakeholders.

The unit applies to individuals who have an established knowledge of quality auditing and are proficient in using a range of quality auditing techniques. It addresses the function performed by either an auditor having sole responsibility for the audit or an auditor required to report on quality audits as part of a quality audit team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Audit and Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to report audit results	1.1 Compile audit results 1.2 Analyse compiled audit results against agreed audit plan and identify non-compliances 1.3 Consult with team members, if required
2. Prepare final audit report	2.1 Produce draft audit report according to audit plan 2.2 Provide draft report to relevant stakeholders and seek feedback 2.3 Finalise audit report, integrating stakeholder feedback, as required 2.4 Present final audit report to auditee and other relevant

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ELEMENT	PERFORMANCE CRITERIA
	stakeholders
3. Agree on follow up process with auditee	3.1 Determine timeframes for any corrective action required to deal with non-conformance, in consultation relevant stakeholders, including the auditee 3.2 Confirm corrective action follow-up procedures are agreed with relevant stakeholders

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Interprets and analyses information from a complex range of organisational documentation
Writing	• Develops a variety of complex documents using relevant structure, tone and vocabulary appropriate to audience, context and purpose
Oral Communication	• Participates in spoken exchanges using clear language, tone and pace • Uses questioning and listening techniques to clarify understanding
Numeracy	• Collects, represents, summarises and interprets a range of statistical data
Self-management	• Monitors adherence to organisational policy/ies and procedure/s • Organises, plans and sequences own workload according to timelines and organisational requirements • Analyses outcomes of decisions to identify opportunities for improvement
Teamwork	• Collaborates with others to negotiate joint outcomes, playing an active role in facilitating team understanding
Problem solving	• Recognises a range of familiar problems, their symptoms and causes, actively looking for suitable corrective actions
Initiative and enterprise	• Makes a range of decisions in complex situations, taking a range of factors into account
Technology	• Uses digital tools and systems to develop reports in an effective way

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Unit Mapping Information

Supersedes and is equivalent to BSBAUD504 Report on a quality audit.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBAUD513 Report on quality audits

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- interpret audit results and produce a detailed audit report containing detailed analysis according to specified organisational requirements on at least two different occasions.

In the course of the above, the candidate must:

- negotiate follow-up actions with relevant stakeholders
- use terminology relating to quality auditing.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- quality auditing principles, methods and techniques
- requirements of auditing regulations
- key features of technology required for producing quality auditing results and reports according to organisational requirements
- presentation of corrective action requirements.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation including quality audit reports, checklists, and audit plans
- technology required for quality auditing reporting.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBESB301 Investigate business opportunities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify a business opportunity and its key components. This requires undertaking research to determine the viability of the opportunity, with reference to the legislative frameworks affecting the business.

The unit applies to those establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation. The business opportunities may relate to products and/or services offered by the business.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Entrepreneurship and Small Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify potential opportunities for business	1.1 Source and analyse market information for potential opportunities 1.2 Analyse information and list details of business ideas and opportunities 1.3 Identify and describe products and/or services that match business ideas 1.4 Identify and analyse available business, financial, digital technology and technical factors related to the potential opportunities 1.5 Identify customers for the products and/or services

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ELEMENT	PERFORMANCE CRITERIA
2. Investigate market needs and factors affecting market	2.1 Collect, investigate and analyse business and market information, trends and developments from primary and secondary sources to identify market needs related to business opportunities 2.2 Identify ethical and cultural requirements of the market 2.3 Identify projected changes in population, economic activity and other macro external factors that may impact business opportunities 2.4 Review identified needs and factors and identify their potential impact on business opportunities 2.5 Investigate marketing and promotion activities and strategies for identified products and/or services
3. Finalise investigation into business opportunities	3.1 Review personal factors against business opportunities and identify their impact on opportunities 3.2 Examine options to address and minimise negative impact and strengthen positive impact of personal factors 3.3 Document outcomes of investigation into business opportunity

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Analyses and evaluates information and integrates facts and ideas
Writing	• Uses information and industry-related terminology to develop required documentation
Numeracy	• Extracts, evaluates and compares numerical information to determine resources and identify trends
Technology	• Uses a range of digitally based technology and applications to access and filter data, and then extract, organise and integrate relevant information

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBSMB201 Identify suitability for micro business

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- BSBSMB301 Investigate micro business opportunities
- BSBSMB306 Plan a home based business.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBESB301 Investigate business opportunities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify and investigate at least one business opportunity and assess the probability of success.

In the course of the above, the candidate must:

- research and analyse information from a range of sources for its potential impact on the market, products and/or services, and customers
- match personal factors to business opportunities.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- sources of business and market information on business ideas and potential business opportunities, including:
  - potential clients and past leads
  - competitor activities, products and services
  - industry trends and insights
  - legislative and regulatory requirements relevant to opportunities being investigated
- market information, trends and developments, including:
  - new and emerging markets and their features
  - expected market growth or decline and associated risk factors
  - economic activity, including projected or potential movements in prices
  - projected changes in availability of resources
- personal factors involved in choosing preferred opportunity include:
  - own skills and aspirations
  - own commitments, expectations and capabilities

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- criteria for determining the viability of a business opportunity, including:
  - market size, potential, needs and trends
  - financial considerations
  - benefits and challenges of digital technologies relevant to opportunities
  - resource availability
- business research methods and data collection tools and software
- impact of ethical and cultural requirements of market on opportunities and products.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- internet access for research
- source of information on potential business opportunities, including customer or supplier information
- data collection tools and software
- legislative and regulatory information relating to business opportunities
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBESB402 Establish legal and risk management requirements of new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify and comply with legal and risk management requirements of the business or new business venture, including negotiating, creating and planning for legal contracts used within the business, where required.

The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Entrepreneurship and Small Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify legal and risk management requirements relating to business	1.1 Identify legal structure of business using reliable sources 1.2 Identify legislative and regulatory requirements applicable to identified legal structure 1.3 Analyse identified requirements and their relationship to business and workplace practices and processes
2. Implement procedures and processes to comply with legislative and regulatory	2.1 Develop and implement procedures to ensure compliance with relevant legislative and regulatory requirements 2.2 Develop and implement processes and procedures for storing and maintaining legal documents and business records 2.3 Establish systems to identify areas of non-compliance and take

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ELEMENT	PERFORMANCE CRITERIA
requirements	corrective action where necessary
3. Negotiate and arrange contracts	3.1 Assess products and/or services to determine procurement rights and ensure protection of business interests 3.2 Negotiate and secure contractual procurement rights for goods and/or services as required and according to business plan and workplace procedures 3.3 Complete any contractual arrangements according to workplace procedures and business plan 3.4 Seek legal advice if required to confirm contractual rights and obligations
4. Mitigate business risks	4.1 Analyse business activities and identify applicable risk management requirements 4.2 Assess probability and impact of identified internal and external risks to business 4.3 Develop a plan to prioritise and treat risks 4.4 Implement procedures to mitigate risks according to risk treatment plan

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Accesses information to maintain up-to-date information on legal and risk management requirements
Reading	• Identifies, analyses and evaluates a range of complex text to determine legislative, regulatory and related business requirements
Writing	• Prepares written plans and workplace documentation that communicate information clearly and effectively
Oral communication	• Uses specific and relevant language to clearly articulate legal issues, and uses questioning and listening techniques to clarify solutions • Participates in verbal negotiations using tone and language suitable to audience
Numeracy	• Reviews, analyses and contrasts numerical data which may be embedded in documents
Self-management	• Monitors adherence to workplace procedures and legislative requirements
Planning and	• Implements actions as per plans and makes adjustments if necessary

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Skill	Description
organising	and addressing unexpected issues

Unit Mapping Information

Supersedes and is equivalent to BSBSMB401 Establish legal and risk management requirements of small business.

Supersedes but is not equivalent to:

- BSBIPR405 Protect and use intangible assets in small business
- BSBSMB410 Review and implement energy efficiency in business operations.

Links

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Assessment Requirements for BSBESB402 Establish legal and risk management requirements of new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- establish legal and risk management requirements for at least one business or new business venture, and implement procedures for meeting them
- create at least one contract with a supplier of goods or services to business or new business venture
- identify, assess and treat at least three different risks specific to business or new business venture and prioritise risks with highest probability of occurrence and greatest negative impact.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and regulatory requirements relating to operation of new business ventures, including:
  - consumer legislation
  - environmental requirements and responsibilities
  - registration and licensing
  - industry codes of practice and standards
  - work health and safety (WHS) requirements and responsibilities
  - insurance products and requirements, including adequate coverage
- workplace procedures for:
  - negotiating, creating and terminating contractual arrangements, including seeking legal advice
  - investigating and securing procurement rights relating to products and/or services
  - identifying options for leasing or owning business premises
- legal rights and obligations of alternative ownership structures

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- key features of workplace record-keeping processes and procedures that:
  - meet minimum legal and taxation requirements
  - maintain records in a secure and accessible manner
- key components of compliance procedures:
  - following taxation and industrial relations principles and requirements
  - updating and maintaining legal documents
  - investigating areas of non-compliance
  - monitoring provision of products and/or services
  - taking corrective action where necessary
- key steps in risk management process, including procedures for developing and implementing business risk treatment plan.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- business technology, including internet access
- legislation, regulations, codes of practice and standards relating to business described in performance evidence
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBESB403 Plan finances for new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify financial requirements of a business, including profit targets, cash flow projections and strategies to garner financial support.

The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Entrepreneurship and Small Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to plan finances	1.1 Identify costs associated with production and delivery of business products and/or services 1.2 Set profit targets according to business venture requirements and workplace procedures 1.3 Calculate prices based on costs and profit targets, as a charge-out rate for labour or unit price for products and/or services 1.4 Calculate break-even sales point to assess viability of business venture 1.5 Evaluate and select pricing strategies in relation to market conditions to meet profit targets and according to workplace

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ELEMENT	PERFORMANCE CRITERIA
	procedures 1.6 Prepare projected profit statement to supplement business plan
2. Develop a financial plan	2.1 Identify working capital requirements necessary to attain profit projections 2.2 Identify non-current asset requirements and consider alternative asset management strategies 2.3 Prepare cash flow projections to enable business operation according to business plan and legal requirements 2.4 Identify capital investment requirements accurately for each operational period 2.5 Select budget targets to enable ongoing monitoring of financial performance
3. Plan to acquire finance	3.1 Identify start-up and ongoing financial requirements according to financial plan and budget 3.2 Identify sources of finance for required liquidity according to business goals and objectives and workplace procedures 3.3 Research and assess cost of securing finance on optimal terms 3.4 Develop strategies to obtain finance as required to ensure financial viability of business venture

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Identifies, analyses and evaluates complex information from a range of sources
Writing	• Prepares written plans and workplace documentation that communicate information clearly and effectively
Numeracy	• Analyses numerical information to determine costs, prices, profit and losses, and other financial data
Self-management	• Identifies implications of legal and regulatory responsibilities for own work • Takes a range of constraints into account and adjusts, if necessary

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Unit Mapping Information

Supersedes and is equivalent to BSBSMB402 Plan small business finances.

Links

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Assessment Requirements for BSBESB403 Plan finances for new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop at least one financial plan that addresses financial requirements of a business or new business venture, including cash flow projections and a projected profit statement.

In the course of the above, the candidate must demonstrate that the plan:

- reflects legal requirements applicable to business
- includes strategies to monitor financial performance of business.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and regulatory requirements relating to business described in performance evidence
- process for conducting break-even analyses
- workplace procedures for:
  - costing for the business, including margin or mark-up, charge-out rates and unit costs
  - setting profit targets
  - identifying sources and investigating costs of securing appropriate financial assistance
- methods and relative costs of obtaining finance
- principles and procedures for preparing:
  - balance sheets
  - cash flow forecasts
  - profit and loss statements
  - financial plans
- purpose of financial reports
- accounting terminology required when planning finances for new business ventures

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- methods for analysing working capital cycles.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- software for financial calculations
- legislation and regulations relating to business described in performance evidence
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBESB404 Market new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop and implement a marketing strategy that is integrated into the business plan in order to improve the performance of a business venture. It involves analysing and interpreting market data.

The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Entrepreneurship and Small Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop marketing strategy for business venture	1.1 Identify focus of marketing activities according to business plan objectives and products and/or services being provided 1.2 Establish marketing objectives in consultation with required people and according to business plan and workplace procedures 1.3 Identify customer base, target market and competitors according to identified marketing objectives 1.4 Establish and evaluate strategy to ensure ethical and cultural appropriateness and alignment with customer and industry expectations
2. Establish marketing	2.1 Assess product mix, volumes and pricing opportunities

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ELEMENT	PERFORMANCE CRITERIA
mix for the business venture	according to marketing focus and business plan objectives 2.2 Research and evaluate costs and benefits of available distribution channels and customer service strategies 2.3 Select marketing and promotional activities to suit target market and according to marketing strategies 2.4 Analyse customer journey to evaluate marketing mix
3. Implement marketing strategy	3.1 Plan marketing activities according to marketing objectives and strategy and budgetary requirements 3.2 Communicate roles and responsibilities to required people according to marketing plan and workplace procedures 3.3 Monitor implementation of marketing activities according to marketing plan 3.4 Assess use of digital devices, platforms and technologies for effectiveness in implementing marketing activities
4. Evaluate marketing performance	4.1 Assess business performance according to business plan objectives 4.2 Develop a plan to address performance gaps 4.3 Analyse stakeholder response to all aspects of marketing mix to improve targeting and outcomes 4.4 Assess changes in customer requirements in both online and offline environments, where applicable, and identify opportunities for improvement

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Identifies, analyses and evaluates complex information from a range of sources
Writing	• Prepares plans and other workplace documentation using structure, layout and terminology appropriate to audience
Oral communication	• Presents ideas and requirements clearly and using language and non-verbal techniques appropriate to audience and environment • Uses questioning and listening to check and confirm understanding
Numeracy	• Analyses numerical information to determine budgetary requirements and product quantities • Uses a range of calculation methods to evaluate costs and benefits

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Skill	Description
Initiative and enterprise	• Reviews current situation and develops strategies to address improvements in marketing performance • Implements actions as per plan, making slight adjustments if necessary and addressing some unexpected issues • Uses formal and informal processes to monitor implementation of solutions
Planning and organising	• Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency

Unit Mapping Information

Supersedes and is equivalent to BSBSMB403 Market the small business.

Supersedes but is not equivalent to BSBSMB409 Build and maintain relationships with small business stakeholders.

Links

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Assessment Requirements for BSBESB404 Market new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement a marketing strategy for a business or new business venture, addressing activities in the digital environment.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- workplace processes and procedures for:
  - developing marketing objectives and marketing mix
  - identifying industry market trends relating to marketing new business ventures
  - communicating roles and responsibilities in marketing strategies to those involved
- key features of a marketing mix that addresses market and business venture needs and:
  - optimises sales and profit
  - evaluates costs and benefits
  - determines customer needs and promotional activities
- ethically and culturally appropriate practices relating to marketing new business ventures
- performance evaluation methods relating to marketing strategies
- methods of:
  - analysing costs and benefits of marketing strategies
  - monitoring customer satisfaction
  - conducting market analysis and research
- key features of current digital devices, platforms and technologies that achieve marketing objectives by engaging, responding to and monitoring customers.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- business technology, including software for analysis of data
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBESB406 Establish operational strategies and procedures for new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop and implement operational strategies and procedures for new businesses.

The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Entrepreneurship and Small Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Review operational strategies and procedures for business or new business venture	1.1 Develop a detailed operational plan that sets out clear action points to fulfil on business goals and objectives 1.2 Identify work health and safety (WHS) and environmental issues and implement strategies to minimise risk factors 1.3 Review and evaluate, where appropriate, a quality assurance process for the business in line with industry standards, compliance requirements and cultural criteria 1.4 Develop operational key performance indicators (KPIs) that align to business plan 1.5 Align KPIs to business strategies, including utilisation of existing or new technologies, where practicable, to optimise

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ELEMENT	PERFORMANCE CRITERIA
	business performance
2. Implement developed operational strategies and procedures	2.1 Implement systems to evaluate business performance and customer satisfaction, including by setting KPIs or targets 2.2 Implement systems to control stock, expenditure or cost, wastage or shrinkage and risks to health and safety according to business plan, incorporating new digital technologies where applicable 2.3 Identify and manage staffing requirements, considering a range of permanent and flexible arrangements, and adhering to budgetary constraints 2.4 Provide products and/or services according to established legal, ethical cultural and technical standards 2.5 Provide products and/or services according to time, cost and quality specifications, and customer requirements, incorporating new digital technologies where applicable 2.6 Apply quality procedures to address product and/or service and customer requirements
3. Evaluate business performance	3.1 Use digital technologies to regularly evaluate and review achievement of operational targets to ensure optimum business performance, according to business goals and objectives 3.2 Review and document systems and structures to support business performance 3.3 Investigate and analyse operating problems to establish causes and implement changes as required, as part of business quality system 3.4 Update operational policies and procedures to incorporate corrective action
4. Review business operations	4.1 Review and adjust business operations to increase business success, according to business goals and objectives 4.2 Research and implement new and emerging digital technologies into business operations according to business goals and objectives and workplace procedures 4.3 Research new business opportunities and adjust business goals and objectives as new opportunities arise

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

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Skill	Description
Reading	• Evaluates complex text to determine legislative, regulatory and workplace documentation
Writing	• Prepares written reports and workplace documentation that communicate information clearly and effectively
Numeracy	• Interprets numerical information to manage performance information and regulate cash flow
Self-management	• Evaluates adherence to workplace policies and procedures and considers own role for its contribution to broader goals of work environment • Identifies implications of legal and regulatory responsibilities for own work, with specific reference to safety • Identifies concepts, principles and features of approaches in use in other contexts and applies them to own situation
Planning and organising	• Develops plans to manage relatively complex, non-routine tasks that may contribute to longer-term operational and strategic goals

Unit Mapping Information

Supersedes and is equivalent to BSBSMB420 Evaluate and develop small business operations.

Supersedes but is not equivalent to:

- BSBFRA401 Manage compliance with franchisee obligations and legislative requirements
- BSBFRA402 Establish a franchise
- BSBFRA403 Manage relationship with franchisor
- BSBFRA404 Manage a multiple-site franchise
- BSBFRA501 Establish a franchise operation
- BSBFRA502 Manage a franchise operation
- BSBFRA503 Manage establishment of new sites or regions
- BSBFRA504 Manage relationships with franchisees
- BSBFRA505 Manage closure of a franchise
- BSBIPR501 Manage intellectual property to protect and grow business
- BSBSMB423 Create a digital technology plan for small business.

Links

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Assessment Requirements for BSBESB406 Establish operational strategies and procedures for new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop strategies and procedures to manage operations for at least one new business or new business venture, including:
  - an operational plan
  - risk management procedures
  - a quality assurance process
  - performance measures.

In the course of the above, the candidate must:

- use existing, new and emerging digital technologies to optimise business performance
- research and record business improvements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislation, regulations, industry codes of practice and standards specific to small business described in performance evidence
- key features of methods for implementing operation and revenue control systems, including for controlling stock and expenditure
- methods for evaluating performance and implementing improvements, including:
  - identifying and meeting staffing requirements
  - analysing and correcting business problems
  - reviewing and adjusting the business plan
- work health and safety (WHS) responsibilities and procedures for managing hazards and assessing risks associated with business described in performance evidence
- principles of risk management, including risk assessment

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- quality assurance system principles and methods
- role of digital technologies and innovation in modern business
- key features of systems to manage staff, stock, expenditure, services and customer service
- key features of required technical or specialist skills relevant to business operations
- workplace procedures for implementing new and emerging digital technologies into business operations.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- business equipment and resources, including business technology
- legislation, regulations, codes of practice and standards relating to business described in performance evidence
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBHRM413 Support the learning and development of teams and individuals

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.

The unit applies to individuals with a broad knowledge of learning and development who apply their skills in addressing development needs to meet team objectives. They may have responsibility to provide guidance or to delegate aspects of tasks to others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Human Resources

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Contribute to needs development	1.1 Collect information on performance of team members from relevant sources 1.2 Identify individual and team learning and development needs in line with organisational requirements 1.3 Confirm learning plans meet individual and group training and development needs 1.4 Provide opportunities to individuals to self-evaluate performance and identify areas for improvement
2. Support implementation of	2.1 Develop collaborative learning plans to match skill needs of individuals and groups and match the competency standards

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ELEMENT	PERFORMANCE CRITERIA
learning and development	relevant to the industry 2.2 Ensure learning delivery methods are relevant to the participants 2.3 Identify and coordinate workplace learning opportunities to facilitate individual and team achievement of competencies 2.4 Identify and manage resources and timelines relevant for learning activities according to organisational requirements
3. Monitor and evaluate workplace learning	3.1 Monitor learning plans to improve the efficiency and effectiveness of learning 3.2 Seek feedback from individuals or teams to identify and implement improvements in future learning arrangements 3.3 Assess and record outcomes and performance of individuals and teams to determine the effectiveness of development programs and the extent of additional development support 3.4 Document and maintain records and reports of competency according to organisational requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Learning	• Uses structured approaches to set goals, monitor progress and adjust learning approaches for self and others • Builds on knowledge and experience to facilitate interaction and learning with others
Reading	• Analyses textual information from a range of sources to identify organisational requirements • Analyses information from a range of sources to evaluate performance
Writing	• Develops materials to suit the requirements of different roles and individuals in the organisation • Maintains records using correct technical and organisational vocabulary
Oral Communication	• Uses vocabulary appropriate to context and to establish a supportive and learning environment • Uses listening and questioning techniques to confirm or show understanding of different perspectives • Selects and uses appropriate conventions and protocols when communicating with co-workers in a range of work contexts

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SKILL	DESCRIPTION
Self-management	• Recognises and responds to explicit and implicit organisational procedures and protocols • Understands how own role meshes with others and contributes to broader goals
Teamwork	• Recognises the importance of building rapport to establish effective working relationships • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction • Negotiates with others to achieve agreeable outcomes playing an active role in facilitating consensus in potentially contentious situations
Problem solving	• Uses logical planning processes to organise, implement and monitor learning and development needs • Systematically gathers and analyses all relevant information and evaluates options to make informed decisions • Evaluates outcomes of decisions to identify opportunities for improvement

Unit Mapping Information

Supersedes and is equivalent to BSBLED401 Develop teams and individuals.

Supersedes but is not equivalent to:

- BSBFLM311 Support a workplace learning environment
- BSBLED301 Undertake e-learning.

Links

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Assessment Requirements for BSBHRM413 Support the learning and development of teams and individuals

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- contribute to, facilitate and monitor learning and development for at least one team and for at least one individual.

In the course of the above, the candidate must:

- collect data on team and individual and team development needs
- collaboratively develop learning plans to match skill needs of individuals and groups
- coordinate learning opportunities
- give and receive feedback during the implementation of learning plans
- monitor and review workplace learning plan implementation plans.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- facilitation techniques to support team development and improvement
- organisational policies, plans and procedures for developing teams
- career paths and competency standards relevant to the industry
- key sources of information relevant to inform development needs
- key features of learning and development methods.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- learning and development plans, policies and procedures.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBHRM415 Coordinate recruitment and onboarding

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop and implement strategies to source candidates and to assess their suitability for available positions.

The unit applies to individuals working in a human resources job role, as well as those for whom recruitment and onboarding are part of their broader duties.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Human Resources

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan for recruitment	1.1 Establish recruitment requirements and authority to fill position 1.2 Consult with relevant stakeholders about job descriptions, selection criteria and workforce strategy 1.3 Contribute to development of job descriptions that accurately reflect the role requirements according to relevant policies, procedures and legislative requirements 1.4 Implement strategies to assist in sourcing candidates according to organisational policies and procedures
2. Screen and interview potential candidates	2.1 Conduct preliminary screening with candidates according to legislative requirements 2.2 Organise and conduct interviews and selection activities according to organisational policies and procedures

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Carry out skills assessment relevant to the position 2.4 Obtain relevant additional information from candidates
3. Assess and select candidates	3.1 Consult with relevant stakeholders to conduct assessment and selection process according to organisational policy and legislative requirements 3.2 Assess candidates against specified selection criteria and referee reports 3.3 Prepare recommendations for relevant stakeholders and document according to organisational procedures
4. Manage candidate outcomes	4.1 Inform all candidates of selection decisions 4.2 Provide feedback to candidates according to organisational policies and procedures 4.3 Secure preferred candidate's agreement 4.4 Coordinate necessary documentation according to organisational procedures, observing confidentiality and privacy requirements
5. Onboard successful candidate	5.1 Advise relevant stakeholders of new appointment, including start date 5.2 Make necessary administrative arrangements for pay and employee record keeping 5.3 Coordinate successful candidate's onboarding according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Interprets a range of textual information from a variety of sources and analyses and reviews for compliance and suitability
Writing	• Prepares concise notes to help synthesise information sourced during research • Produces reports and other business communication for a range of contexts and audiences using relevant language and structure
Oral Communication	• Asks questions and listens carefully to gather, interpret or evaluate information • Participates in verbal exchanges using clear language and appropriate tone to provide relevant information and feedback

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Self-management	• Applies workplace protocols, legislation or regulations relevant to own responsibilities • Selects and uses appropriate conventions and protocols when communicating with candidates or clients • Takes responsibility for planning and implementing tasks for efficient and effective outcomes
Teamwork	• Participates in conversations relevant to role responding, explaining, negotiating and persuading, as required
Problem solving	• Uses systematic, analytical processes to evaluate information and make decisions

Unit Mapping Information

Supersedes and is equivalent to BSBHRM405 Support the recruitment, selection and induction of staff.

Supersedes but is not equivalent to:

- BSBEMS401 Develop and implement business development strategies to expand client base
- BSBEMS402 Develop and implement strategies to source and assess candidates
- BSBEMS403 Develop and provide employment management services to candidates
- BSBEMS404 Manage the recruitment process for client organisations
- BSBSMB417 Recruit staff.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBHRM415 Coordinate recruitment and onboarding

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- coordinate the recruitment and onboarding of two candidates.

In the course of the above, the candidate must:

- demonstrate the process for screening and interviewing a candidate
- communicate effectively with clients and successful and unsuccessful candidates
- review job descriptions and use them to support sourcing, selecting and appointing suitable staff
- consult with relevant stakeholders to gain approvals
- develop selection criteria and interview questions in consultation with relevant stakeholders
- obtain referees' reports
- provide a written report or demonstration of an assessment of a candidate's skills and selection recommendation
- secure preferred candidate's agreement and provide an employment contract.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key provisions of relevant legislation, regulations, standards and codes of practice that affect employment agencies and organisation's recruiting processes
- common interview techniques and recruitment sourcing methods
- common methods of attracting candidates
- methods to assess and report on candidates according to organisational procedures
- strategies to provide feedback to candidates according to organisational procedures.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace policies and procedures relevant to performance evidence
- position descriptions
- legislation, regulations, Codes and Standards relevant to staff recruitment, selection and onboarding.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBINS401 Analyse and present research information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to collect, organise, analyse and present information using available systems and sources. This includes identifying research requirements and sources of information, evaluating the quality and reliability of the information, and preparing and producing reports.

The unit applies to those who are required to analyse and apply their knowledge of the organisation to research tasks, evaluate information from a variety of sources and apply solutions to a range of predictable and unpredictable problems.

No licensing, legislation or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and confirm research strategy	1.1 Identify research objectives according to organisational requirements 1.2 Identify potential sources for research information relevant to organisation requirements 1.3 Assess reliability of potential sources 1.4 Identify and confirm information research strategy is relevant to the research objectives
2. Collect and store research information	2.1 Access and extract relevant information in a format suitable for analysis and distribution according to research strategy

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Store research information according to security requirements and organisational policies and procedures
3. Analyse and synthesise research information	3.1 Analyse stored information according to research strategy 3.2 Identify themes and draw conclusions according to research strategy 3.3 Demonstrate that assumptions and conclusions used in analysis are clear, justified, supported by evidence and consistent with research strategy
4. Present research information	4.1 Identify methods of reporting that align with the intended audience and relevant organisational requirements 4.2 Draft research report on findings 4.3 Facilitate review of draft report according to organisational policies and procedures 4.4 Distribute research report according to organisational policies and procedures 4.5 Obtain feedback and comments on suitability and sufficiency of findings in accordance with organisational requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Analyses and evaluates textual information to develop information research strategies, integrate facts and ideas and meet organisational requirements
Writing	• Gathers, evaluates and integrates information from a range of sources • Presents findings, recommendations and issues in required format using language, structure and style appropriate to audience
Oral Communication	• Presents recommendations and issues using language appropriate to audience and according to organisational requirements
Self-management	• Plans, organises and implements tasks to meet organisational requirements • Takes responsibility for the outcomes of routine decisions related directly to own role
Problem solving	• Identifies and solves foreseeable problems in familiar work contexts
Technology	• Uses the main features and functions of digital technologies and tools to

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Skill	Description
	research and analyse information

Unit Mapping Information

Supersedes and is equivalent to BSBRES411 Analyse and present research information.

Links

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Assessment Requirements for BSBINS401 Analyse and present research information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- research, analyse and present research findings according to organisational requirements on at least two occasions.

In the course of the above, the candidate must:

- identify research requirements and objectives
- collect, organise and present research information
- maintain information securely
- prepare report on research findings, including:
  - justified assumptions and conclusions
  - efficient and reliable research methods.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures relating to:
  - accessing information
  - storing information
  - security requirements
  - form and content of research report
- key aspects of the reliability and validity of research and analysis
- common research strategies
- key aspects of relevant information sources, including:
  - reliability
  - accuracy
  - authority

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- audience
- relevance
- likelihood of bias.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace information systems, equipment and resources relevant to performance evidence
- workplace policies and procedures relevant to performance evidence.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBLDR411 Demonstrate leadership in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values.

The unit applies to individuals who are making the transition from being a team member to taking responsibility for the work and performance of others and providing the first level of leadership within the organisation. These leaders have a strong influence on the work culture, values and ethics of the teams they supervise.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to demonstrate leadership	1.1 Identify organisation's requirements for management performance 1.2 Identify qualities required for positive management performance according to organisational policies and procedures 1.3 Develop and implement performance plans for individual and team according to organisation's business objectives 1.4 Establish key performance indicators according to organisation's business objectives
2. Align behaviour with	2.1 Locate and assess organisation's standards and values for

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ELEMENT	PERFORMANCE CRITERIA
organisational values	conducting business 2.2 Identify how own performance will contribute to upholding organisational values 2.3 Identify issues to be resolved according to organisational values 2.4 Gather and organise information relevant to the issues under consideration
3. Model leadership behaviour	3.1 Facilitate individual's and team's active participation in team decision-making processes 3.2 Examine options and assess associated risks to determine preferred course of action 3.3 Develop plan to implement decisions agreed by relevant individuals and teams 3.4 Use feedback processes to monitor the implementation and impact of decisions

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Gathers, interprets and analyses text relating to organisational goals, standards and values to aid planning and decision making
Writing	• Records and reports key information related to the organisational goals, standards and objectives • Researches, plans and prepares documentation for relevant stakeholders
Oral Communication	• Uses structure and language when developing performance plans, or when seeking and providing information about organisational goals and objectives
Numeracy	• Identifies and comprehends mathematical information in familiar texts to establish key performance indicators
Enterprise and initiative	• Identifies how own role meshes with others and contributes to broader work goals • Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment
Teamwork	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective outcomes • Identifies the importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate

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	with whom, why and how
Planning and organising	• Develops plan to manage relatively complex, non-routine tasks with an awareness of how they contribute to longer term operational and strategic goals • Uses systematic, analytical processes in complex, non-routine situations, setting goals • Evaluates effectiveness of decisions in terms of how well they meet stated goals

Unit Mapping Information

Supersedes and is equivalent to BSBMGT401 Show leadership in the workplace.

Supersedes but is not equivalent to BSBMGT405 Provide personal leadership.

Links

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Assessment Requirements for BSBLDR411 Demonstrate leadership in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement at least two performance plans, including one relating to individuals and one relating to teams.

In the course of the above, the candidate must:

- comply with organisation's standards and values
- evaluate own behaviour and performance against organisational standards and values and adjust to achieve required standards
- ensure own behaviour and performance contributes to the integrity and credibility of the organisation
- facilitate processes to make decisions that are based on:
  - relevant information
  - examination of options and associated risks
  - input from relevant people
- communicate about making and implementing decisions including:
  - facilitating agreement on the preferred course of action and implementation plans
  - monitoring and seeking feedback on the implementation and impact of decisions.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- methods to identify an organisation's standards and values when they are stated, and where they are implied
- organisational values and expectations of behaviour
- basic leadership theories
- common leadership styles

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- organisation's process for raising questions about standards and values
- examples of behaviours and performance that would typically be considered damaging to an organisation
- concepts of:
  - organisational values and ethics
  - role modelling
  - integrity and credibility
  - leadership.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBLDR412 Communicate effectively as a workplace leader

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to communicate effectively as a workplace leader, including understanding the context, choosing methods of communication to suit the audience, and following up.

The unit applies to managers, supervisors and team leaders required to communicate with other persons within the workplace. Communication skills cover a range of methods and contexts within principally structured environments.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for communication	1.1 Identify purpose and audience for communication 1.2 Identify the desired outcome of the communication 1.3 Evaluate available methods of communication according to task requirements and organisational business policies and procedures 1.4 Identify potential barriers to effective communication and develop solutions to minimise impact
2. Engage in communication	2.1 Communicate using media and format relevant to the context 2.2 Use respectful and positive approaches to communications 2.3 Employ two-way processes to ensure receipt and

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	acknowledgement of message 2.4 Provide opportunities to clarify and confirm understanding
3. Review communication	3.1 Maintain record of the communication process and outcomes according to organisational policies and procedures 3.2 Identify follow up actions and communicate to relevant persons 3.3 Seek feedback on communication processes from all parties 3.4 Identify and incorporate opportunities to improve leadership communication processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Analyses and evaluates textual information from a range of sources to inform communication processes
Writing	• Plans and prepares workplace documentation for relevant stakeholders according to organisational formats
Oral Communication	• Participates in a variety of spoken exchanges with a range of audiences using structure and language to suit the audience
Initiative and enterprise	• Adheres to organisational policies and procedures relevant to own role
Teamwork	• Cooperates, collaborates and consults with others to clarify and confirm understanding and seek feedback • Selects and uses appropriate communication conventions and practices to build rapport, seek or present information
Planning and organising	• Plans and implements activities and processes to identify and establish communication and record keeping requirements • Uses analytical processes to identify potential problems and generate solutions • Systematically gathers and analyses all relevant information and evaluates options in order to make decisions about communication processes

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Unit Mapping Information

Supersedes and is equivalent to BSBLDR401 Communicate effectively as a workplace leader.

Links

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Assessment Requirements for BSBLDR412 Communicate effectively as a workplace leader

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- prepare, engage and review communication on at least four occasions with different individuals or groups.

In the course of the above, the candidate must:

- identify the context for communication and select approach and responses accordingly
- create and present messages by choosing method and mode appropriate to the audience and context
- undertake effective two-way communication from the perspective of a supervisor or team leader
- identify and record actions required as a result of communication and follow-up in a timely manner.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislation requirement and organisational policies on workplace communication
- characteristics of effective leadership communication
- electronic and non-electronic communication methods, including situations where they would or would not be used
- effective listening techniques
- common feedback process and methods
- leadership communication responsibilities applicable to own role
- common barriers to effective communication in a workplace context
- characteristics of verbal and non-verbal communication.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources for communication and leadership.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBLDR413 Lead effective workplace relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills, knowledge and outcomes required to use leadership to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members.

The unit applies to team leaders, supervisors and new or emerging managers where leadership plays a role in developing and maintaining effective workplace relationships. It applies in any industry or community context. At this level work will normally be carried out within routine and non-routine methods and procedures, which require planning, evaluation, leadership and guidance of others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to lead workplace relationships	1.1 Identify work team objectives according to organisational strategy 1.2 Collect and analyse information for the achievement of work task 1.3 Share ideas and information with relevant internal and external stakeholders according to work task 1.4 Develop strategy for completion of work task in collaboration with work team

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ELEMENT	PERFORMANCE CRITERIA
2. Lead workplace relationships	2.1 Identify and implement methods to facilitate collaboration to complete work task 2.2 Support colleagues experiencing difficulties fulfilling work requirements 2.3 Manage conflict constructively within the organisation's processes and parameters of own role 2.4 Communicate work progress to relevant internal and external stakeholders
3. Review leadership	3.1 Seek feedback on relationship management for work task from relevant stakeholders 3.2 Analyse feedback on relationship management 3.3 Evaluate personal performance in leading workplace relationships 3.4 Identify areas of improvement for leading workplace relationships future work tasks

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Collects, analyses and evaluates textual information from a range of resources to inform improvement strategies
Oral Communication	• Selects or adjusts communication style to maintain effectiveness of interaction and build and maintain engagement consistent with organisational requirements
Initiative and enterprise	• Identifies and follows legislative and organisational requirements relevant to own role
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Adapts personal communication style to build trust and positive working relationships and to show respect for the opinions, values and particular needs of others • Plays a lead role in situations requiring effective collaboration, demonstrating conflict resolution skills and ability to engage and motivate others
Planning and	• Plans and implements activities and processes to manage and review work performance

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organising	• Systematically gathers and analyses all relevant information to formulate and evaluate possible solutions to difficulties

Unit Mapping Information

Supersedes and is equivalent to BSBLDR402 Lead effective workplace relationships.

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Assessment Requirements for BSBLDR413 Lead effective workplace relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- lead effective workplace relationships on at least four occasions with different individuals or groups.

In the course of the above, the candidate must:

- access and analyse information required to achieve planned outcomes
- collaborate with work team to develop and implement a work task strategy
- apply techniques for resolving problems and conflicts, and dealing with poor performance according to organisational and legislative requirements
- monitor and communicate work progress to relevant internal and external stakeholders
- seek and review feedback to improve workplace leadership.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- considerations for communicating information including audience cultural and social diversity
- consultation processes including internal and external sources of consultees
- impacts of relationships, cultural and social environment, in supporting or hindering the achievement of planned outcomes
- techniques for developing positive work relationships and building trust and confidence in a team, including:
  - interpersonal styles
  - communications
  - consultation
  - cultural and social sensitivity
  - networking

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- impact of legislation and organisational policies on workplace relationships
- techniques for communicating information and ideas to a range of stakeholders
- common methods to resolve workplace conflict
- common methods to manage poor work performance
- common methods to monitor, analyse and improve work relationships.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations, standards and codes relevant to performance evidence
- workplace documentation and resources
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBLDR414 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills, knowledge and outcomes required to lead the performance of a team and to develop team cohesion.

The unit applies team leaders, supervisors and new emerging managers who have an important leadership role in the development of efficient and effective work teams. Leaders at this level also provide leadership for the team and bridge the gap between the management of the organisation and the team members. As such they must 'manage up' as well as manage their team/s.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan team outcomes	1.1 Lead team to identify and establish team objectives and work processes 1.2 Support team to document identified objectives and work processes according to organisational processes 1.3 Encourage team members to incorporate innovation and productivity measures in work plans 1.4 Lead and support team members to meet expected outcomes
2. Promote team cohesion	2.1 Provide opportunities for input of team members into planning, decision making and operational aspects of work team

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Support team members to take responsibility for own work and to assist each other in undertaking required roles and responsibilities 2.3 Provide feedback to team members on their efforts and contributions 2.4 Address or refer issues, concerns and problems identified by team members 2.5 Model expected behaviours and approaches
3. Supervise team performance	3.1 Encourage team members to participate in and take responsibility for team activities and communication processes 3.2 Support team to identify and resolve problems which impede performance 3.3 Ensure own contribution to work team serves as a role model for others
4. Liaise with management	4.1 Establish open communication with line management 4.2 Communicate information from line management to the team 4.3 Communicate unresolved issues, concerns and problems raised by the team to line management to action 4.4 Communicate issues raised by management to the team to action

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Writing	• Prepares workplace plans that communicate intent and elicits feedback clearly and effectively
Oral communication	• Engages in discussions or provides information using structure and language appropriate to the audience and situation
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with team members • Adapts personal communication style to model required behaviours, build trust and positive working relationships and to show respect for the opinions and values of others • Plays a lead role in situations requiring effective collaboration, demonstrating conflict resolution skills and ability to engage and motivate others

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Planning and organising	• Develops, implements and monitors plans and processes to ensure team engagement and effectiveness • Uses formal analytical thinking techniques to identify issues and generate possible solutions, seeking input from others, as required

Unit Mapping Information

Supersedes and is equivalent to BSBLDR403 Lead team effectiveness.

Supersedes but is not equivalent to BSBSMB407 Manage a small team.

Links

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Assessment Requirements for BSBLDR414 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop a team development plan, that addresses:
  - innovation and productivity measures
  - team cohesion
  - issues management and actions.

In the course of the above, the candidate must:

- apply knowledge of organisational goals, objectives and plans to work tasks
- communicate with team members and management to identify and establish team purpose, roles, responsibilities, goals plans and objectives and resolve problems
- consult, encourage, support and provide feedback to team members
- model team leadership behaviours and approaches.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- work processes, including team purpose, roles, responsibilities, goals and plans
- organisational escalation policies and procedures
- behaviours which enhance organisational image for work team, clients and customers
- processes for setting goals that contribute to team effectiveness
- effects of individual behaviour on team effectiveness
- innovation and productivity measures in work plans
- key features of common leadership styles.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- information about the organisation, including organisational structure, goals, objectives and plans.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBOPS304 Deliver and monitor a service to customers

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify customer needs, deliver and monitor customer service and identify improvements in the provision of customer service.

The unit applies to those who apply a broad range of competencies in various work contexts. In this role, individuals often exercise discretion and judgement using appropriate knowledge of customer service. They provide technical advice and support to customers over short or long-term interactions.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify customer needs	1.1 Identify and clarify customer needs and expectations 1.2 Evaluate customer needs and determine priorities for service delivery according to organisational requirements 1.3 Inform customers about available choices for meeting their needs and assist selection of preferred options 1.4 Identify limitations in addressing customer needs and seek assistance from designated individuals, where required
2. Deliver a service to customers	2.1 Provide service to meet identified customer needs according to organisational and legislative requirements 2.2 Establish and maintain rapport with customers

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Manage customer complaints according to organisational and legislative requirements 2.4 Provide assistance and respond to customers with specific needs according to organisational and legislative requirements 2.5 Identify and use available opportunities to promote and enhance services and products to customers
3. Evaluate customer service delivery	3.1 Review customer satisfaction with service delivery using verifiable evidence according to organisational and legislative requirements 3.2 Seek and respond to customer feedback according to organisational policies and procedures 3.3 Identify opportunities to enhance the quality of customer service 3.4 Document recommendations for customer service improvements 3.5 Submit recommendations to relevant personnel according to organisational policies and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Learning	• Identifies and follows up on opportunities to improve work practices and outcomes
Oral communication	• Provides information or advice using structure and language to suit the audience • Asks questions and listens to gain information or confirm understanding
Reading	• Evaluates textual information to determine customer service requirements • Proofreads texts for clarity of meaning and accuracy of grammar and punctuation
Writing	• Completes responses to customer complaints in required format • Prepares reports using sequencing, format and words to communicate recommendations clearly and effectively
Planning and organising	• Complies with organisational policies and procedures relevant to role • Plans and implements systems to gather and organise information

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Skill	Description
Problem-solving	• Uses problem solving skills to analyse and respond to customer complaints or enquiries
Teamwork	• Selects and uses appropriate communication conventions to establish connections, build rapport, seek information and develop professional working relationships • Adjusts personal communication style in response to the opinions, values and particular needs of others

Unit Mapping Information

Supersedes and is equivalent to BSBCUS301 Deliver and monitor a service to customers.

Supersedes but is not equivalent to:

- BSBCUE309 Develop product and service knowledge for customer engagement operation
- BSBEDU303 Assist with the provision of international education information
- BSBINT303 Organise the importing and exporting of goods
- BSBINT304 Assist in the international transfer of services
- BSBSLS407 Identify and plan sales prospects.

Links

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Assessment Requirements for BSBOPS304 Deliver and monitor a service to customers

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- deliver a service to at least three different customers, including:
  - using communication skills to establish rapport and build relationships with customers according to organisational requirements
  - identifying customer needs using appropriate questioning and active listening skills
  - providing customer service according to organisational requirements
  - responding to and recording customer feedback and action taken according to organisational standards, policies and procedures
  - producing a report which identifies and recommends ways to improve service delivery.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key provisions of customer service legislation and consumer law
- organisational policies and procedures relating to customer service, including complaints handling
- common forms of verifiable evidence that could be used to review customer satisfaction
- customer service standards and protocols for serving customers, including customers with specific needs.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- technology required to gather and provide information and assistance to customers

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- workplace documents, and organisational policies and procedures relating to customer service
- examples of customer complaints and feedback.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBOPS402 Coordinate business operational plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to implement operational plans by planning and acquiring resources, monitoring and adjusting operational performance and providing reports on performance, as required.

The unit applies to individuals who plan activities to achieve team and organisational objectives. At this level, work will normally be carried out within routine and non-routine methods and involve procedures that require planning, evaluation, leadership and guidance of others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to implement operational plan	1.1 Consult with stakeholders to identify resource requirements relevant to operational plan 1.2 Collate, analyse and document details of resource requirements 1.3 Develop operational plan and determine implementation method 1.4 Plan for contingencies 1.5 Develop and present proposals for resource requirements
2. Implement operational plan	2.1 Assist in recruiting and onboarding employees required to implement operational plan according to organisational policies

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ELEMENT	PERFORMANCE CRITERIA
	and procedures 2.2 Acquire physical resources and services according to organisational policies and procedures 2.3 Support efficient, cost-effective and safe use of resources 2.4 Adjust implementation of the operational plan in consultation with others to manage contingencies
3. Monitor operational performance	3.1 Collate relevant information and determine operational and productivity performance 3.2 Identify and use key performance indicators (KPIs) and assess operational performance 3.3 Identify unsatisfactory performance and take action to rectify the situation according to organisational policies
4. Review operations based on performance	4.1 Develop recommendations for variation to operational plans 4.2 Present recommendations to the designated persons or groups to gain approval 4.3 Maintain records related to operational performance according to organisational policies and procedures 4.4 Report information on operational performance to management

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Identifies, interprets, analyses and reviews textual information related to the operational plan and monitoring of operational performance
Writing	• Communicates relationships between ideas and information, matching style of writing to purpose and audience • Researches, plans and prepares workplace documentation for relevant stakeholders using organisational formats
Oral communication	• Participates in a variety of spoken exchanges with a range of audiences varying structure and language to suit the audience
Numeracy	• Selects and uses familiar mathematical techniques to organise timely supply of adequate resources for the operational plan and to use budgetary information to monitor performance
Enterprise and initiative	• Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment

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Skill	Description
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with diverse individuals to build rapport, seek or present information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group communication, influencing direction and taking a leadership role on occasion
Planning and organising	• Takes responsibility for planning, organising, implementing and monitoring tasks required to achieve required outcomes • Evaluates effectiveness of decisions in terms of how well they met stated goals • Identifies and addresses an increasing range of familiar problems by implementing contingency plans

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBFLM305 Support operational plan
- BSBMGT402 Implement operational plan.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS402 Coordinate business operational plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- prepare, implement and review two operational plans.

In the course of the above, the candidate must:

- interact with a range of people and groups to identify resource requirements, performance objectives, systems, procedures and records relating to the operational plan
- plan and acquire physical and human resources using organisation's systems and procedures
- manage and support personnel to achieve performance objectives including facilitating new employee onboarding
- present information and recommendations to support implementation and variation of the operational plan
- monitor operational performance against the performance objectives and budgets and implement improvements to rectify unsatisfactory performance
- vary the operational plan and gain approval to deal with contingencies
- document and provide reports on performance as required by the organisation.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- processes to identify resource requirements
- sources of information to identify resource requirements
- methods to manage contingencies including through consultation with relevant stakeholders
- key features of performance monitoring systems and processes
- common methods for problem solving
- methods to support staff including mentoring, coaching and supervision

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- implementation methods for operational plan
- budget and other financial information related to the organisation
- organisational objectives including costs, identified shortfalls and surpluses.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational operational plans, policies and procedures relevant to performance evidence
- workplace documentation and resources including budgets
- physical and human resource procurement documentation
- employee onboarding and performance monitoring procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBOPS403 Apply business risk management processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify business risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the work role.

The unit applies to individuals with a broad knowledge of risk analysis or project management who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or delegate aspects of these tasks to others. Risks applicable to own work responsibilities and area of operation may include projects being undertaken individually or by a team, or operations within a section of the organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify risks	1.1 Identify context for risk management 1.2 Undertake required steps to identify risks 1.3 Document identified risks according to relevant policies, procedures, legislation and standards
2. Analyse and evaluate risks	2.1 Analyse risks in consultation with relevant stakeholders 2.2 Undertake risk categorisation and determine level of risk 2.3 Document analysis processes and outcomes

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ELEMENT	PERFORMANCE CRITERIA
3. Treat risks	3.1 Identify control measures for risks 3.2 Assess strengths and weaknesses of control measures 3.3 Refer risks to relevant personnel, where required, according to policies and procedures 3.4 Select and implement control measures for personal area of operation and responsibilities
4. Monitor and review effectiveness of risk treatments	4.1 Review implemented treatments against measures of success 4.2 Use review results to improve the treatment of risks 4.3 Monitor and review management of risk in personal area of operation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Learning	• Uses analysis and consultative processes to inform decisions about selection and implementation of risk control measures • Evaluates effectiveness of plans and results to inform improvement decisions
Reading	• Comprehends documents and texts of varying complexity to extract and analyse relevant information
Writing	• Uses specific, industry related terminology and logical organisational structure in workplace documents that identify and analyse risk and report management process outcomes
Oral communication	• Participates effectively in interactions with stakeholders by using questioning and listening to elicit opinions and clarify understanding
Numeracy	• Uses numerical tools to assess risk and uses numerical data to review plans
Enterprise and initiative	• Complies with organisational and legislative requirements • Takes responsibility for identification and management of risk within own work context and refers matters to others as required
Teamwork	• Selects appropriate communication protocols and conventions when conferring with others to establish risk management requirements
Planning and organising	• Determines job sequence and works logically and systematically to undertake defined tasks

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Skill	Description
Technology	• Uses familiar digital technologies and systems to access information, prepare plans and communicate with others

Unit Mapping Information

Supersedes and is equivalent to BSBRSK401 Identify risk and apply risk management processes.

Links

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Assessment Requirements for BSBOPS403 Apply business risk management processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to apply organisational policies, procedures and processes to:

- treat at least three risks by:
  - identifying different types of organisational risks
  - consulting with stakeholders to analyse and evaluate risks
  - implementing control measures
  - referring risks that are beyond own area of responsibility to others
  - maintaining risk management documentation.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and regulatory context of the organisation in relation to risk management
- techniques for identifying and evaluating risks
- organisational policies and procedures for risk management
- areas where risks are commonly identified in an organisation
- risks beyond scope of individual responsibility to be referred to relevant organisational personnel
- purpose and key elements of current risk management standards.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations, standards and codes relating to business risk

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- workplace documentation on selected organisational risks.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBOPS404 Implement customer service strategies

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to advise, carry out and evaluate customer service strategies.

The unit applies to individuals who have well developed skills and a broad knowledge of customer service strategies for addressing customer needs and problems. Individuals may provide guidance or delegate work related tasks to others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Advise on customer service needs	1.1 Identify organisational customer service objectives and customer needs 1.2 Assess and clarify customer requirements 1.3 Identify and diagnose problems with service delivery 1.4 Develop options to improve customer service delivery according to organisational requirements 1.5 Provide recommendations to promote improvement of customer service delivery
2. Support implementation of customer service	2.1 Consult with relevant stakeholders to develop customer service strategies 2.2 Assess customer service strategies and opportunities against

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ELEMENT	PERFORMANCE CRITERIA
strategies	customer service objectives 2.3 Identify and allocate available budget resources to fulfil customer service objectives 2.4 Action procedures to resolve customer difficulties and complaints according to organisational requirements
3. Evaluate and report on customer service	3.1 Review stakeholder satisfaction with service delivery according to organisational requirements 3.2 Identify and report changes necessary to meet customer service objectives 3.3 Prepare conclusions and recommendations on future directions of client service strategies 3.4 Monitor systems, records and reporting procedures for changes to customer satisfaction

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Reviews textual information and comprehends details that relate to the interests or requirements of the client and organisation
Writing	• Creates a range of formal texts using structure, grammar and clear and specialised language to describe customer needs, maintain information and support a particular position
Oral communication	• Uses pace, intonation, intelligible pronunciation and listening and questioning techniques to interact effectively with others
Numeracy	• Recognises and interprets numerical information and performs calculations on familiar mathematical information
Enterprise and Initiative	• Recognises and applies organisational protocols and meets expectations associated with own work
Teamwork	• Uses a range of strategies to establish a sense of connection and build rapport with customers • Collaborates with others contributing knowledge and skills to achieve joint outcomes
Planning and organising	• Applies formal and logical processes when planning and implementing tasks • Applies standard procedures when responding to familiar problems

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Skill	Description
	within own work context
Technology	• Uses digital technologies to access, organise, present and store information relevant to own role

Unit Mapping Information

Supersedes and is equivalent to BSBCUS401 Coordinate implementation of customer service strategies.

Supersedes but is not equivalent to:

- BSBCUS402 Address customer needs
- BSBCUS403 Implement customer service standards
- BSBSLS408 Present, secure and support sales solutions.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS404 Implement customer service strategies

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement at least two strategies to improve customer service delivery.

In the course of the above, the candidate must:

- respond to and report on customer feedback and complaints
- review client satisfaction using verifiable data
- consult and communicate effectively with relevant people
- develop and implement strategies and methods to improve customer service delivery, including:
  - budgeting
  - promotion to staff
  - documentation and follow up.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- customer communication techniques
- principles of customer service
- sources of verified client information
- techniques for identifying customer needs and reviewing customer satisfaction
- organisational business structure, products and services related to customer service
- techniques for drawing insights from verifiable evidence to develop recommendations and conclusions
- product and service standards and best practice models.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational policies and procedures for customer service
- examples of customer complaints and feedback
- client satisfaction data.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBPEF401 Manage personal health and wellbeing

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify signs and sources of strain on personal health and wellbeing (both physical and mental) within job roles and according to key performance indicators (KPIs).

The unit applies to individuals who operate with a high level of autonomy, have excellent communication skills and apply knowledge of organisational policies and relevant legislation.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Critical Thinking & Problem Solving – Personal Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Review health and wellbeing framework	1.1 Identify factors in the work environment that may impact on own physical and mental health 1.2 Research techniques for management of own physical health and mental wellbeing 1.3 Assess available resources for inclusion as part of personal health and wellbeing strategy 1.4 Review legislative and organisational policies and procedures relating to health and wellbeing
2. Develop and implement personal health and wellbeing	2.1 Develop strategy for managing personal health and wellbeing 2.2 Share personal health and wellbeing strategy with relevant personnel

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ELEMENT	PERFORMANCE CRITERIA
strategy	2.3 Schedule activities that align with personal health and wellbeing strategy
3. Review personal health and wellbeing strategy	3.1 Monitor own performance against key performance indicators 3.2 Identify new circumstances impacting work requirements and impact on personal health and wellbeing strategy 3.3 Review and update personal health and wellbeing strategy to reflect new circumstances

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Analyses and compares specific and complex text to determine and distinguish requirements
Writing	• Develops documents that clearly explain ideas and advice • Records information using required tools
Numeracy	• Interprets mathematical information related to timelines
Enterprise and initiative	• Identifies legislative responsibility to provide a safe working environment
Planning and organising	• Plans and monitors tasks to ensure deadlines are met and competing demands are accommodated • Establishes, implements and monitors strategies, development plans and actions • Uses problem-solving techniques to analyse and address issues that arise

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to BSBWOR403 Manage stress in the workplace.

Links

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Assessment Requirements for BSBPEF401 Manage personal health and wellbeing

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop, implement and review one personal health and wellbeing strategy.

In the course of the above, the candidate must:

- evaluate factors that may impact personal health and wellbeing in own personal life and work environment
- locate and assess applicable resources
- present personal health and wellbeing strategy to relevant personnel
- monitor variations in personal circumstances and work performance affecting health and wellbeing.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- techniques for management of physical health
- techniques for management of mental wellbeing
- time management tools and techniques
- key features of organisational policies and procedures relating to health and wellbeing
- requirements under work health and safety (WHS) legislation to address workplace stress.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to challenges and situations to demonstrate the application of performance evidence.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBPEF402 Develop personal work priorities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to plan and prioritise own work tasks. It also addresses the skills and knowledge to monitor and obtain feedback on personal work performance.

The unit applies to individuals who are required to design their own work schedules and work plans and to establish priorities for their work. They will typically hold some responsibilities for the work of others and have some autonomy in relation to their own role.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Critical Thinking & Problem Solving – Personal Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan personal work schedule	1.1 Identify task requirements 1.2 Identify own accountabilities in line with task requirements 1.3 Assess barriers for performance of personal accountabilities 1.4 Develop a personal work schedule
2. Implement personal work schedule	2.1 Communicate personal work schedule to relevant personnel 2.2 Monitor own performance according to personal work schedule 2.3 Document variations between expected and actual work performance according to task requirements and communicate to relevant personnel

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ELEMENT	PERFORMANCE CRITERIA
3. Review personal work priorities	3.1 Seek and evaluate feedback from relevant stakeholders on own work performance 3.2 Analyse variations between expected and actual work performance 3.3 Update personal work schedule according to internal and external feedback and changes in circumstances

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Develops strategies to reflect on own performance and obtain feedback
Reading	• Identifies and applies textual information from relevant sources to understand organisation's policies and practices
Writing	• Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Numeracy	• Analyses numerical information related work accountabilities
Enterprise and initiative	• Identifies and understands roles and responsibilities in relation to organisational objectives, policies and procedures
Planning and organising	• Plans, organises and implements tasks to meet organisational requirements • Uses the main features and functions of digital technologies and tools to complete work tasks efficiently and effectively

Unit Mapping Information

Supersedes and is equivalent to BSBWOR404 Develop work priorities.

Supersedes but is not equivalent to:

- BSBSMB408 Manage personal, family, cultural and business obligations
- BSBWOR424 Develop a time management plan.

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Assessment Requirements for BSBPEF402 Develop personal work priorities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop, implement and review one personal work schedule.

In the course of the above, the candidate must:

- identify personal responsibilities and barriers to their fulfilment according to task requirements
- prepare a personal work schedule
- communicate work schedule to relevant personnel
- monitor personal work performance to identify variations between expected and actual work performance
- review own work performance against workgroup objectives through self-assessment and seeking and acting on feedback from internal and external stakeholders.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- content of work plans including:
  - resource requirements
  - stakeholder needs
  - workgroup targets
- business technology applications to schedule tasks and plan work
- methods of personal work performance review including:
  - self-assessment
  - feedback from others
- techniques to prepare personal plans and establish priorities
- methods to elicit, analyse and interpret feedback.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to challenges and situations to demonstrate the application of performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBPMG430 Undertake project work

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to undertake a minor project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

The unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish project parameters	1.1 Identify project scope 1.2 Define project stakeholders 1.3 Seek clarification from delegating authority of issues related to project and project parameters 1.4 Identify responsibilities of relevant stakeholders and reporting requirements 1.5 Clarify relationship of project to other projects and to the objectives of the organisation 1.6 Identify availability and access of resources for undertaking the project

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ELEMENT	PERFORMANCE CRITERIA
2. Develop project plan	2.1 Identify risks and develop a risk management plan for project, including Work Health and Safety (WHS) 2.2 Develop project budget and timeframe and seek approval from relevant stakeholders 2.3 Consult team members and apply their views in planning the project 2.4 Identify and access appropriate project management tools 2.5 Develop project plan according to project parameters and deliverables 2.6 Finalise project plan and gain necessary approvals to commence project according to documented plan
3. Administer and monitor project	3.1 Communicate to project team members their responsibilities and project requirements 3.2 Establish and maintain required recordkeeping systems throughout the project 3.3 Implement and monitor plans for managing the project 3.4 Undertake risk management as required
4. Finalise and review project	4.1 Complete financial recordkeeping associated with project and confirm according to agreed budget 4.2 Complete project documentation and obtain sign-offs for concluding project 4.3 Review project outcomes and processes against the project scope and plan 4.4 Document feedback and suggested improvements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Organises, evaluates and critiques ideas and information from a range of complex texts
Writing	• Develops plans, reports and recommendations using vocabulary, structure and conventions appropriate to text • Establishes and maintains records according to organisational requirements
Numeracy	• Uses formal and some informal, oral and written mathematical language and representation to prepare and communicate budgetary and financial

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SKILL	DESCRIPTION
	information
Oral communication	• Participates in verbal discussions using clear language and appropriate features to present or seek information • Using listening and questioning skills to seek information and confirm understanding
Self-management	• Identifies and responds to organisational and legislative/regulatory requirements
Teamwork	• Selects and uses appropriate communication protocols and practices to ensure shared understanding of project roles and expectations • Uses collaborative techniques to engage stakeholders in consultations and negotiations
Planning and organising	• Develops and implements plans to manage projects that involve diverse stakeholders with potentially competing demands • Systematically gathers and analyses all relevant information and evaluates options to make informed decisions • Evaluates outcomes of decisions to identify opportunities for improvement
Technology	• Uses digital technologies and applications to access, organise and share information

Unit Mapping Information

Supersedes and is equivalent to BSBPMG522 Undertake project work.

Supersedes but is not equivalent to BSBADM407 Administer projects.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG430 Undertake project work

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- undertake project work on a minor project or a section of a larger project.

In the course of the above, the candidate must:

- confirm the quality of project outcomes according to expectations of the organisation
- consult and communicate with relevant stakeholders to generate input and engagement in planning, implementing and reviewing the project
- provide support to team members to enable them to achieve deliverables and to transition them as appropriate at completion of the project.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- project management tools
- types of documents and other sources of information commonly used in defining the parameters of a project
- mission, goals, objectives and operations of the organisation
- relevant legislation and regulations, including work health and safety (WHS) requirements, for project planning
- project management processes according to policies and procedures of the organisation and including:
  - lines of authority and approvals
  - quality assurance
  - human resources
  - budgets and finance
  - risk management
  - recordkeeping

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- reporting.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- relevant legislation, regulations, standards and codes
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSMB302 Develop a micro business proposal

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to research the feasibility of a business opportunity, and to present a business idea in formats suiting a range of stakeholders.

It applies to individuals who are establishing or operating a micro business providing self-employment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Evaluate business opportunities	1.1 Identify and research key factors influencing viability of business ideas 1.2 Analyse business ideas in terms of personal or family needs and commitments

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ELEMENT	PERFORMANCE CRITERIA
	1.3 Evaluate impacts of emerging or changing technology, including e-commerce, on the opportunity 1.4 Determine viability of business opportunity in line with perceived risks, available resources, financial returns and other outcomes sought 1.5 Assess and match personal skills and attributes against those required for a particular business opportunity 1.6 Identify and assess business risks according to resources available and personal preferences
2. Detail the business idea	2.1 Develop an accurate description of the business idea for key stakeholders 2.2 Develop an accurate summary of the major products or services required to suit personal needs and requirements
3. Prepare the business overview to suit different stakeholders	3.1 Present an accurate list of key stakeholders and their information requirements 3.2 Determine an acceptable method of presentation of information for each stakeholder 3.3 Provide accurate customised information to target audiences

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.4, 1.6	• Interprets information from a range of sources to determine business requirements
Writing	2.1, 2.2, 3.1, 3.3	• Uses factual information and industry related terminology to complete required documentation
Numeracy	1.4	• Extracts, evaluates and compares numerical information to aid research
Navigate the world of work	1.2, 1.5, 1.6	• Begins to develop some insights into various factors influencing career decisions, goals and possibilities
Get the work	1.1, 1.3-1.6, 2.1, 2.2,	• Plans and implements tasks required to prepare and

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done	3.2, 3.3	present a business overview • Analyses and evaluates options before making decisions, considering needs, resources and constraints • Uses a range of digital tools to access, organise, integrate and present relevant information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBSMB302 Develop a micro business proposal Release 2	BSBSMB302 Develop a micro business proposal Release 1	Minor edits to clarify intent of unit	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSMB302 Develop a micro business proposal

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- analyse information from a range of sources to evaluate a business opportunity, including:
  - consideration of personal and family commitments
  - digital technologies including e-commerce
  - risk identification and assessment
  - personal skills and attributes analysis against required skills
  - financial returns
- document and communicate the business idea, and products and services to stakeholders including:
  - customising information for each stakeholder.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- summarise relevant government legislative requirements relating to micro business operations
- explain how to manage income and expenditure costing for a micro business
- discuss regulations and codes of practice relevant to micro business operation
- outline principles of risk assessment relevant to the business opportunity

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- describe at least three different business proposal formats or methods of presentation.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- business technology including internet access
- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies, or where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSMB401 Establish legal and risk management requirements of small business

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify and comply with all regulations affecting the business.

It applies to individuals operating a small business who use analytical skills to interpret legislation and regulations and develop procedures to manage compliance.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and implement business legal requirements	1.1 Identify and research possible options for the business legal structure using appropriate sources 1.2 Determine legislation and regulatory requirements affecting

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ELEMENT	PERFORMANCE CRITERIA
	operations of the business under its chosen structure 1.3 Develop and implement procedures to ensure full compliance with relevant legislation and regulatory requirements
2. Comply with legislation, codes and regulatory requirements	2.1 Establish systems to ensure legal rights and responsibilities of the business are identified and the business is adequately protected, specifically in relation to work health and safety (WHS), business registration and environmental requirements 2.2 Identify taxation principles and requirements relevant to the business, and follow procedures to ensure compliance 2.3 Identify and carefully maintain legal documents and maintain and update relevant records to ensure their ongoing security and accessibility 2.4 Monitor provision of products and services of the business to protect legal rights and to comply with legal responsibilities 2.5 Conduct investigations to identify areas of non-compliance with legal and regulatory requirements, and take corrective action where necessary
3. Negotiate and arrange contracts	3.1 Seek legal advice on contractual rights and obligations, if required, to clarify business liabilities 3.2 Investigate and assess potential products and services to determine procurement rights and ensure protection of business interests where applicable 3.3 Negotiate and secure contractual procurement rights for goods and services including contracts with relevant people, as required, in accordance with the business plan 3.4 Identify options for leasing or ownership of business premises and complete contractual arrangements in accordance with the business plan
4. Identify and treat business risks	4.1 identify potential internal and external risks to the business 4.2 assess the probability and impact of identified risks 4.3 prioritise risks for treatment 4.4 develop actions to mitigate risks including identifying insurance requirements and adequate cover

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1-2.4, 3.2-3.5	• Identifies, analyses and evaluates a range of complex text to determine legislative, regulatory and related business requirements
Writing	1.3, 2.1, 2.3, 2.5, 3.1, 3.3, 3.5	• Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Oral Communication	2.5, 3.1, 3.3	• Uses specific and relevant language to clearly articulate legal issues, and uses questioning and listening techniques to clarify solutions • Participates in verbal negotiations using tone and language suitable to audience
Numeracy	2.2, 2.5, 3.3, 3.4	• Reviews, analyses, compares and contrasts numerical data which may be embedded in documents • Calculates business insurance costs and compares costing options
Navigate the world of work	1.2, 1.3, 2.1	• Monitors adherence to organisational policies and legislative responsibilities and considers own role in terms of its contribution to broader goals of work environment
Interact with others	3.1, 3.3	• Plays a lead role in situations requiring effective collaboration, demonstrating high-level influencing skills, focusing and shaping awareness, and engaging and motivating others
Get the work done	1.1-1.3, 2.1	• Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency • Implements actions as per plan, making adjustments if necessary and addressing unexpected issues • Understands importance of secure information and privacy in relation to own work and takes personal responsibility for identifying and managing risk factors • Makes a range of critical and non-critical decisions in complex situations, taking a range of constraints into account

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSMB401 Establish legal and risk management requirements of small business Release 2	BSBSMB401 Establish legal and risk management requirements of small business Release 1	Minor edits to clarify intent of unit	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSMB401 Establish legal and risk management requirements of small business

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- demonstrate a systematic approach to identifying, managing and meeting legal and regulatory requirements, specifically in regard to WHS, business registration and environmental requirements
- ensure compliance, by:
  - following taxation and industrial relations principles
  - updating and maintaining legal documents
  - investigating areas of non-compliance
  - monitoring provision of products and services
  - taking corrective action where necessary
- negotiate and arrange contracts, including:
  - seeking legal advice
  - investigating procurement rights
  - identifying options of leasing or ownership of business premises.
- Identify, assess and treat risks specific to the business including
  - prioritising risks with highest probability of occurrence and greatest negative impact on the business
  - identifying insurance requirements

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

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Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline business registration and licensing requirements
- identify all government legislative requirements relating to the specific business operation
- explain creation and termination of relevant legal contracts
- summarise relevant cultural differences and legal implications
- describe legal rights and obligations of alternative ownership structures
- outline necessary record keeping to meet minimum legal and taxation requirements
- summarise relevant consumer legislation and industry codes of practice
- outline the key steps in the risk management process
- explain relevant insurance requirements and products.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- office equipment and resources
- business technology including internet access
- specialist software for analysis of data
- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies, or where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSMB402 Plan small business finances

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify financial requirements of a business, including profit targets, cash flow projections and strategies to garner financial support.

It applies to individuals who operate a small business or work within an existing micro or small businesses and interpret financial data.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify costs, calculate prices and prepare profit statement	1.1 Identify and document costs associated with production and delivery of business products and services 1.2 Calculate prices based on costs and profit margin, as an hourly

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ELEMENT	PERFORMANCE CRITERIA
	charge-out rate for labour or unit price for products 1.3 Calculate break-even sales point to establish business viability and profit margins 1.4 Identify appropriate pricing strategies in relation to market conditions to meet business profit targets 1.5 Prepare projected profit statement to supplement the business plan
2. Develop a financial plan	2.1 Set profit targets or goals to reflect owner's desired returns 2.2 Identify working capital requirements necessary to attain profit projections 2.3 Identify non-current asset requirements and consider alternative asset management strategies 2.4 Prepare cash flow projections to enable business operation in accordance with business plan and legal requirements 2.5 Identify capital investment requirements accurately for each operational period 2.6 Select budget targets to enable ongoing monitoring of financial performance
3. Acquire finance	3.1 Identify start-up and ongoing financial requirements according to financial plan/budget 3.2 Identify sources of finance, including potential financial backers, to provide required liquidity for the business to complement business goals and objectives 3.3 Investigate cost of securing finance on optimal terms 3.4 Identify strategies to obtain finance as required to ensure financial viability of the business

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.5, 2.1-2.5, 3.1,	• Identifies, analyses and evaluates complex information from a range of sources

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	3.2	
Writing	1.1, 1.5, 2.1, 2.4, 3.2	• Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Oral Communication	1.1, 3.2	• Uses specific and relevant language to secure finance and uses questioning and listening techniques to clarify outcomes • Participates in verbal negotiations using tone and language suitable to audience
Numeracy	1.1-1.5, 2.1, 2.2, 2.4-2.6, 3.1, 3.3, 3.4	• Analyses numerical information to determine costs, prices, profit and losses, and other financial data
Navigate the world of work	2.4	• Appreciates implications of legal and regulatory responsibilities related to own work
Get the work done	1.1, 1.4, 2.1-2.3, 2.5, 2.6, 3.1, 3.2, 3.4	• Sequences and schedules complex activities, including implementing and monitoring financial strategies • Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of constraints into account, making adjustments as necessary • Regularly uses formal thinking techniques to generate new ideas

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBSMB402 Plan small business finances Release 2	BSBSMB402 Plan small business finances Release 1	Updated to clarify intent	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSMB402 Plan small business finances

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop a financial plan which identifies financial requirements of the business, including cash flow projections and a projected profit statement
- follow the financial plan, including:
  - demonstrating an awareness of appropriate legal requirements
  - implementing strategies to monitor financial performance
- identify sources and investigate costs of securing appropriate financial assistance.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain break-even analysis
- clarify costing for the business, including margin or mark-up, hourly charge-out rates and unit costs
- summarise financial decision-making relevant to the business
- outline methods and relative costs of obtaining finance
- summarise principles for preparing balance sheets
- provide a detailed explanation of:
  - principles for preparation of cash flow forecasts
  - principles for preparation of profit and loss statements

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    - purpose of financial reports
- explain relevant accounting terminology
- describe working capital cycles.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- software for financial calculations
- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies or where possible, real situations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSTR401 Promote innovation in team environments

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify and implement ways of promoting innovation within team environments in the workplace.

The unit applies to individuals who are team participants or team leaders responsible for playing a proactive role in demonstrating innovation in a formal or informal team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Critical Thinking and Problem Solving – Business Strategy

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify opportunities to maximise innovation	1.1 Identify team requirements relating innovation 1.2 Determine team dynamic and own relationship with team 1.3 Assist in evaluating team requirements according to workplace policies and procedures 1.4 Assist in identifying team's current ways of working according to team objectives 1.5 Assist in identifying opportunities in areas for innovation 1.6 Assist in creating processes that allow team members to suggest options for innovation and innovative ideas
2. Organise and agree on effective ways of	2.1 Identify ideas for ways of working better

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ELEMENT	PERFORMANCE CRITERIA
working	2.2 Delegate responsibilities across the team, and encourage and reinforce team-based innovation 2.3 Agree and share responsibilities and confirm best use of team strengths and abilities 2.4 Schedule activities that allow time for thinking, challenging and collaboration 2.5 Establish reward and stimulation as an integral part of the team's way of working
3. Support and guide colleagues to promote innovation	3.1 Demonstrate behaviour that supports innovation within team 3.2 Create an environment for staff to proactively share information, knowledge and experiences with other team members 3.3 Dedicate time with team members to challenge and test ideas 3.4 Discuss and explore innovation ideas with other team members
4. Evaluate innovation ideas and promotion	4.1 Identify criteria to review successful innovation in the workplace 4.2 Share innovation successes and examples of successful innovation within own workplace 4.3 Reflect on implemented innovation ideas 4.4 Seek and respond to feedback from relevant stakeholders to generate discussion and identify improvements in promoting innovation 4.5 Discuss with relevant stakeholders the challenges of being innovative 4.6 Document feedback received for improvements in promoting innovation for future activities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Interprets and analyses textual information, from a wide range of sources, to identify information relevant to team activities
Writing	• Uses clear language and formats appropriate for the audience to highlight and present specific information
Oral communication	• Actively participates in verbal exchanges of ideas and elicits the views and opinions of team members by listening and questioning • Uses clear language to clarify rules and roles relating to team

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SKILL	DESCRIPTION
	activities in formal and informal situations
Numeracy	• Interprets numeric information relevant to team activities
Planning and organising	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role
Teamwork	• Uses inclusive techniques to initiate, contribute and promote discussion amongst potentially diverse team members • Recognises the importance of establishing and building effective working relationships
Planning and organising	• Plans, sequences and prioritises tasks for efficient and effective outcomes
Problem solving	• Uses problem-solving processes to address less predictable problems, and when appropriate, seeking input from others • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Reflects on outcomes and further explores own and the team's role in implementing innovation
Initiative and enterprise	• Understands the nature and purpose of own role and how it affects others in the work context

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to BSBINN301 Promote innovation in a team environment.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSTR401 Promote innovation in team environments

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- on at least two occasions assist a team to create an innovative team environment.

In the course of the above, the candidate must:

- encourage others to contribute to innovation
- identify ways of working
- implement and communicate improvements
- plan and schedule activities
- reflect on activities, feedback and challenges to identity improvement options
- model open and respectful communications
- contribute to the make-up and rules of the team.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- types of innovation and their benefits
- ways of working, including:
  - working hours
  - working spaces
  - agile working
- workplace policies and procedures
- internal and external factors that contribute to a team becoming and remaining innovative, including:
  - team characteristics
  - role of group dynamics and diversity
  - broader environmental factors

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- activities that can encourage and hinder innovation in a team, including:
  - allocation of time and activities
  - modelling behaviour
  - rewards and recognition
  - communications
  - feedback.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace equipment and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSTR402 Implement continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to implement continuous improvement of systems and processes of an organisation. It includes using systems and strategies to encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

The unit applies to managers who are responsible for implementing the continuous improvement process to achieve the objectives of the organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Critical Thinking and Problem Solving – Business Strategy

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and plan for improvement	1.1 Identify relevant stakeholders and establish improvements required 1.2 Identify where new systems and processes could be implemented 1.3 Promote team involvement in decision making processes for team systems and processes 1.4 Communicate and agree on new improvement systems and processes with relevant stakeholders 1.5 Manage reports and recommendations for using systems and processes of the organisation

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ELEMENT	PERFORMANCE CRITERIA
	1.6 Establish risk review processes
2. Monitor implementation of continuous improvement	2.1 Use workplace systems and technology, and monitor team performance according to organisational policies and procedures 2.2 Implement new systems and processes in consultation with relevant stakeholders 2.3 Maintain new system and processes in consultation with relevant stakeholders 2.4 Identify and resolve system and process issues
3. Evaluate implementation of continuous improvement	3.1 Communicate productivity improvements to relevant stakeholders and confirm their understanding 3.2 Seek and respond to feedback from relevant stakeholders on proposed improvement systems and process 3.3 Review improvement systems and process, and make changes, as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Evaluates and integrates facts and ideas to construct meaning from a range of text types in order to implement continuous improvement systems and processes
Writing	• Selects vocabulary, grammatical structures and conventions appropriate to text • Researches, plans and prepares continuous improvement documentation for required stakeholders
Oral communication	• Participates in a variety of spoken exchanges with a range of audiences using structure and language to suit the audience
Initiative and enterprise	• Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment • Recognises the potential of new approaches to enhance work practices and outcomes • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering required information and identifying and evaluating options against agreed criteria

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SKILL	DESCRIPTION
Teamwork	• Selects and uses required conventions and protocols when communicating with diverse individuals to seek and share information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group communication, influencing direction and taking a leadership role on occasion
Self-management	• Evaluates effectiveness of decisions in terms of how well they meet stated goals
Technology	• Uses digital applications to access and filter data, extract, organise, integrate and share required information
Planning and organising	• Takes responsibility for planning and organising own workload to achieve required outcomes

Unit Mapping Information

Supersedes and is equivalent to BSBMGT403 Implement continuous improvement.

Supersedes but is not equivalent to:

- BSBCON401 Work effectively in a business continuity context
- BSBMGT406 Plan and monitor continuous improvement.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSTR402 Implement continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- implement at least one continuous improvement system or process in an organisation or work area.

In the course of the above, the candidate must:

- provide support to enable individuals and teams to participate in decisions, take responsibility, show initiative and implement improvement processes
- communicate effectively to support the implementation of improvements and improvement system and processes
- implement, monitor and update improvement plans, processes and procedures to improve performance
- document performance to identify further opportunities for improvement
- manage records and reports in the systems and procedures of the organisation.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- continuous improvement systems and processes
- coaching and mentoring needs to support continuous improvement
- change management techniques that support continuous improvement and initiative
- organisation’s systems and data used for benchmarking and monitoring performance for continuous improvement.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

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This includes access to:

- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBSUS411 Implement and monitor environmentally sustainable work practices

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to analyse and implement improvements to the environmental sustainability of work practices and monitor their effectiveness.

The unit applies to individuals with responsibility for the practices of a specific work area or who lead a work group or team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Sustainability

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish sustainable work contexts	1.1 Identify and assess organisational compliance against environmental legislation, regulations and standards 1.2 Collect data on environmental efficiency in organisational systems and processes 1.3 Analyse data on environmental efficiency and current purchasing strategies and identify areas for improvement 1.4 Consult stakeholders and external data sources on sustainability best practice 1.5 Develop efficiency targets and methods to monitor outcomes
2. Implement sustainable	2.1 Identify and source tools to set efficiency targets

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ELEMENT	PERFORMANCE CRITERIA
work practices	2.2 Implement and integrate efficiency targets with other operational activities 2.3 Support team members to identify possible areas for improved resource efficiency in work areas 2.4 Seek and act on feedback from stakeholders on implementation
3. Monitor performance of sustainable work practices	3.1 Assess outcomes using monitoring method developed 3.2 Document and communicate outcomes to key personnel and stakeholders 3.3 Identify changes required to targets and tools from strategies and improvement plans 3.4 Promote successful strategies in development of new efficiency targets

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Numeracy	• Analyses numerical information to measure usage and calculates metric measurements, quantities and ratios and financial data using appropriate tools
Oral communication	• Presents information and seeks advice using structure and language appropriate to audience • Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Reading	• Identifies and analyses texts to determine legislative and regulatory requirements relevant to work area • Reviews reported information to evaluate workplace strategies and improvement practices
Writing	• Documents findings of investigations from written and oral sources according to organisational requirements • Provides updates about progress using formats and language appropriate to the audience and context
Initiative and Enterprise	• Identifies and follows legislative requirements and organisational policies and procedures associated with own role
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information

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Skill	Description
	• Collaborates and consults with a range of stakeholders to achieve shared understanding of individual roles in meeting objectives
Planning and organising	• Develops plans to manage routine and non-routine tasks for own work group with an awareness of how they contribute to the broader organisation • Uses systematic, analytical processes to set environmental targets, gather relevant information, identify and evaluate alternative approaches • Evaluates outcomes of decisions to identify opportunities for improvement
Technology	• Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Supersedes and is equivalent to BSBSUS401 Implement and monitor environmentally sustainable work practices.

Supersedes but is not equivalent to:

- BSBSUS402 Implement an environmental management plan
- BSBSUS403 Measure, monitor and reduce carbon emissions
- BSBSUS404 Assess, implement, monitor and report on waste management
- BSBSUS405 Assess, monitor and reduce water use
- BSBSUS406 Identify and apply sustainability rating tools.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSUS411 Implement and monitor environmentally sustainable work practices

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- implement and monitor at least three environmentally sustainable work practices.

In the course of the above, the candidate must:

- identify current procedures, practices and compliance requirements in relation to environmental and resource sustainability in the workplace
- engage and consult with relevant stakeholders to develop and implement sustainability improvements, encourage feedback and to report on outcomes
- plan and organise work group activities to:
  - measure current resource usage
  - evaluate alternative solutions to workplace environmental issues
  - resolve workplace sustainability issues and generate ideas for improvements
  - evaluate and implement strategies to improve resource usage
  - comply with environmental requirements
- apply continuous improvement approaches to enhance organisation’s sustainability performance
- apply change management techniques to support sustainability performance.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- compliance requirements for the work area with reference to legislation, regulations, codes of practice and workplace procedures that relate to environmental and sustainability issues
- relevant internal and external sources of information for the development of efficiency targets
- benchmarks for environmental and resource sustainability relevant to organisation

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- Australian and international standards for corporate social sustainability
- continuous improvement approaches for workplace practices
- resources for monitoring sustainable work practices including:
  - questionnaires and surveys
  - visual calculations
  - supply records and invoices
  - previous internal and external audit documents
- organisational systems and procedures that relate to environmental and resource sustainability improvements, including:
  - supply chain, procurement and costing strategies
  - quality assurance
  - recommendation development and seeking approvals
  - sales strategies and operations.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- environmental sustainability legislation, regulations, standards and codes
- workplace reference materials for environmental sustainability and practices.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBTEC201 Use business software applications

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to select and use software and organise electronic information and data.

The unit applies to those who use a limited range of practical skills with a fundamental knowledge of equipment use and the organisation of data in a defined context, under direct supervision or with limited individual responsibility.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Digital Competence - Technology Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select and prepare to use technology	1.1 Identify task purpose, audience, format and presentation requirements, and clarify with relevant personnel, where required 1.2 Select relevant technology and software applications to achieve requirements of the task 1.3 Adjust workspace, furniture and equipment to suit own ergonomic requirements
2. Input and process information or data	2.1 Identify and open application, according to task and organisational requirements 2.2 Enter information or data into application according to organisational requirements

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Ensure information or data is checked and amended according to organisational and task requirements 2.4 Format information or data using appropriate application functions according to organisational and task requirements 2.5 Use relevant help functions to overcome simple issues
3. Finalise and store document	3.1 Review and edit final information or data, and prepare for storage in accordance with organisational and task requirements 3.2 Name and store document and exit application

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Recognises and interprets information from familiar sources to determine job role and task requirements
Writing	• Produces and amends files to meet task and organisational requirements • Completes required documentation using organisational formats

Unit Mapping Information

Supersedes and is equivalent to:

- BSBITU211 Produce digital text documents
- BSBITU212 Create and use spreadsheets
- BSBWOR204 Use business technology.

Supersedes but is not equivalent to BSBCUE301 Use multiple information systems.

Links

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Assessment Requirements for BSBTEC201 Use business software applications

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- select and use at least three business software applications on two occasions each.

In the course of the above, the candidate must:

- select and use technology safely and according to organisational requirements
- identify and address faults according to requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key features of:
  - organisation's work health and safety requirements relevant to own role
  - organisation's requirements for file naming and storage
  - applications used for organising electronic information and data.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace equipment and resources
- electronic files, information and data
- workplace documentation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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BSBTWK201 Work effectively with others

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to work cooperatively with others and deal effectively with issues, problems and conflict.

The unit applies to individuals who perform a range of routine tasks in a team environment and use a basic knowledge of teamwork in a defined context, under direct supervision or with limited individual responsibility.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Teamwork and Relationships

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop effective workplace relationships	1.1 Identify individual responsibilities in relation to workgroup members 1.2 Clarify individual and workgroup responsibilities with work team 1.3 Participate in informal meetings and information sharing with workgroup 1.4 Request and apply feedback from supervisor on individual practices
2. Improve workgroup processes	2.1 Support team members to meet workgroup goals 2.2 Contribute to workgroup goals and tasks according to organisational requirements

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Share work-related information with workgroup according to organisational policies and procedures 2.4 Plan strategies for team performance improvement with workgroup
3. Resolve issues, problems and conflict	3.1 Identify advantages of differences in values and beliefs between workgroup members 3.2 Respond to any linguistic and cultural differences in communication styles according to legislation, organisational policies and procedures and ethical standards 3.3 Identify potential workgroup issues, problems and conflicts encountered in the workplace 3.4 Seek assistance from supervisor to address problems and conflicts that arise 3.5 Suggest possible ways of dealing with identified workplace issues

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Identifies and interprets information to determine task requirements
Writing	• Completes required documentation using organisational formats • Composes simple documents for others to read
Oral Communication	• Presents information and seeks advice using language and features appropriate to audience • Participates in discussions using listening and questioning to elicit views of others and to clarify or confirm understanding
Initiative and enterprise	• Identifies responsibilities of own role and follows explicit and implicit organisational protocols and procedures
Teamwork	• Selects and uses appropriate communication practices when seeking or sharing information • Establishes and builds rapport and relationships with others to foster a culture of respect and cooperation in communications • Listens to the ideas of others and considers their needs
Planning and organising	• Plans and organises work commitments to ensure deadlines and objectives are met

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Unit Mapping Information

Supersedes and is equivalent to BSBWOR203 Work effectively with others.

Supersedes and is not equivalent to BSBFLM312 Contribute to team effectiveness.

Links

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Assessment Requirements for BSBTWK201 Work effectively with others

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- work with a group to achieve an objective on at least two occasions and address at least one identified problem or conflict on each occasion.

In the course of the above, the candidate must:

- distinguish individual responsibilities from workgroup responsibilities
- demonstrate the ability to:
  - support team members
  - communicate according to the cultural and linguistic requirements of the individual
  - act on constructive feedback
  - use communication channels to share information
  - cooperate and contribute to team goals
  - identify improvement opportunities
- identify problems and conflicts and address them according to organisational and ethical policies and procedures.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational and ethical standards, policies and procedures that relate to own work role
- team responsibilities and duties and their relationship to individual responsibilities and duties
- organisational policies and procedures relating to workplace discrimination and bullying
- personal values and beliefs including their importance in the development of relationships
- communication channels used to communicate in work teams including:
  - team meetings

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  - one-on-one interactions with individual team members
  - emails
  - instant messaging
  - calls
- key problems and conflicts arising in workgroup contexts
- methods of resolving team problems including referral to relevant organisational personnel
- conflict resolution techniques.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace discrimination and bullying legislation
- organisational and ethical standards, policies and procedures for working with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBWHS301 Maintain workplace safety

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement and monitor the organisation’s work health and safety (WHS) policies, procedures and programs as part of a small work team.

The unit applies to individuals who have a key role in maintaining workplace safety in an organisation. In their role they closely monitor aspects of work associated with the safe delivery of products and services, and they have a responsibility for influencing safety in the workplace.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist with	1.1 Use WHS legislation as the basis for meeting the health and

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ELEMENT	PERFORMANCE CRITERIA
incorporating WHS policies and procedures into work team processes	safety requirements of a small work team 1.2 Assist in providing and clearly explaining information to the work team about the organisation's WHS policies, procedures, programs and legislative requirements 1.3 Assist in regularly providing and clearly explaining information to the work team about identifying hazards and risk assessment outcomes
2. Support participative arrangements for managing WHS	2.1 Implement and monitor organisational consultative procedures to facilitate participation of the work team in managing work area WHS 2.2 Deal promptly with issues raised through consultation according to organisational procedures for issue resolution 2.3 Encourage and assist work team members to contribute to managing WHS 2.4 Engage with individuals and work teams to identify and implement improvements in managing WHS feedback
3. Support the organisation's procedures for providing WHS training	3.1 Provide advice on WHS training needs of individuals and the work team 3.2 Provide advice on strategies and opportunities for developing work team's WHS competence 3.3 Provide coaching and mentoring assistance to work team members to support the effective development of individual and team WHS competence
4. Participate in identifying hazards, and assessing and controlling risks for the work area	4.1 Provide advice on hazards in the work area according to organisational policies and procedures, and WHS legal requirements 4.2 Support the implementation of procedures to control risks using the hierarchy of control and according to organisational procedures and WHS legal requirements 4.3 Identify and report inadequacies in existing risk control measures according to organisational procedures, the hierarchy of control and WHS legal requirements 4.4 Accurately complete and maintain WHS incident records in the work area according to organisational procedures and WHS legislative requirements

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3	• Interprets and analyses legislative and organisational documentation • Applies appropriate strategies to construct meaning from legislative and organisational documentation
Writing	1.2, 1.3, 4.3, 4.4	• Documents WHS information using required format and industry specific vocabulary
Oral communication	1.2, 1.3, 3.3	• Presents information using language appropriate to audience • Uses questioning and active listening to confirm understanding
Navigate the world of work	1.1, 1.2, 2.2, 4.1, 4.2, 4.3	• Follows policies, procedures and legislative requirements relevant to own role • Keeps up to date on changes to legislation or regulations relevant to own role
Interact with others	2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 4.1, 4.3, 4.4	• Selects appropriate communication protocols and conventions to provide information to others • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion • Beginning to provide feedback to others in forms they can engage with and respond to in the context of encouraging participative contributions
Get the work done	2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4	• Sequences and schedules activities, monitors implementation and manages relevant communication • Initiates standard procedures when responding to issues raised through consultation • Uses feedback to identify and implement opportunities improve arrangements for managing WHS issues to improvement

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS301 Maintain workplace safety	BSBWHS301A Maintain workplace safety	Updated to meet Standards for Training Packages Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS301 Maintain workplace safety

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- implement and monitor the organisation's work health and safety (WHS) policies and procedures
- identify hazards and assess and control risks
- assist in explaining and improving WHS policies, procedures and legislative requirements applicable to the organisation
- assist in explaining hazards identification and risk assessment outcomes to other team members
- implement and monitor consultation about WHS according to legislative and organisational requirements
- deal promptly with issues raised as a result of WHS consultation
- encourage work team to contribute to identifying and implementing improvements to WHS feedback
- assist others to develop WHS competence and provide advice on training needs
- complete WHS documentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe characteristics and composition of the work team
- describe procedures for identifying hazards and assessing and controlling associated risks to health and safety, including the hierarchy of control
- outline organisational WHS policies and procedures including those relating to risk management, fire, emergencies, evacuation, incident investigation and reporting

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- describe relevant Acts, regulations and codes of practice from all levels of government that impact on business operations, especially with regard to WHS and environmental issues, equal opportunity, industrial relations and anti-discrimination
- identify WHS aspects of other organisational systems and procedures.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- safety processes relevant to the area of work
- organisational policies and procedures, standard operating procedures and plans
- WHS Acts, regulations, codes of practice, licensing requirements and standards
- appropriate office equipment and resources used in the identification and rectification of WHS compliance breaches.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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BSBWHS311 Assist with maintaining workplace safety

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to assist with implementing and monitoring an organisation's work health and safety (WHS) policies, procedures and programs as part of a small work team.

The unit applies to individuals who have roles in assisting with maintaining workplace safety in an organisation. Individuals closely monitor aspects of work associated with the safe delivery of products and services, and they contribute to influencing safety in the workplace.

NOTES

1. The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the	*Performance criteria describe the performance needed to*

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ELEMENT	**PERFORMANCE CRITERIA**
essential outcomes.	*demonstrate achievement of the element.*
1. Assist with incorporating WHS policies and procedures into work team processes	1.1 Identify health and safety requirements of work team according to applicable WHS laws 1.2 Assist with explaining organisational WHS policies, procedures, programs and legislative requirements to required personnel 1.3 Assist with explaining hazard identification and risk assessment outcomes to required personnel
2. Contribute to consultative arrangements for managing WHS	2.1 Assist with implementing consultative processes designed to engage work team in managing WHS 2.2 Respond to WHS issues in a timely manner and according to organisational policies and procedures for issue resolution 2.3 Encourage others to participate in arrangements for managing WHS 2.4 Assist in engaging with required personnel to identify and implement improvements in response to WHS feedback
3. Contribute to organisational procedures for providing WHS training	3.1 Identify WHS training needs of the work team and report to relevant stakeholders 3.2 Identify strategies and opportunities for developing work team's WHS competence and report to relevant stakeholders 3.3 Provide assistance to work team members to support the effective development of their WHS competence
4. Participate in identifying hazards, and assessing and controlling risks for the work area	4.1 Identify hazards in the work area and report to relevant stakeholders according to organisational policies and procedures, and WHS legislative requirements 4.2 Assist with implementing processes designed to control risks using the hierarchy of control measures according to organisational procedures and WHS legislative requirements 4.3 Identify and document inadequacies in existing risk control measures according to organisational policies and procedures, the hierarchy of control measures and WHS legislative requirements 4.4 Report inadequacies in existing risk control measures to relevant stakeholders 4.5 Complete and maintain WHS incident records in the work area according to organisational procedures and WHS legislative requirements

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Interprets WHS legislative and organisational documentation • Applies appropriate strategies to construct meaning from WHS legislative and organisational documentation
Writing	• Documents WHS information using required format and industry specific vocabulary
Oral communication	• Presents information using language and non-verbal communication appropriate to audience and context • Uses questioning and active listening to confirm understanding
Navigate the world of work	• Follows WHS policies, procedures and legislative requirements relevant to own role • Keeps up to date with changes to WHS laws relevant to own role
Interact with others	• Selects appropriate communication protocols and conventions to provide information to others • Collaborates with others to achieve joint outcomes • Plays an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion • Provides feedback to others in forms with which they can engage and respond
Get the work done	• Sequences and schedules activities, monitors implementation and manages relevant communication • Initiates standard procedures when responding to issues raised through consultation • Uses feedback to participate in the identification and implementation of opportunities to improve arrangements for managing WHS issues

Unit Mapping Information

Supersedes and is equivalent to BSBWHS301 Maintain workplace safety.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS311 Assist with maintaining workplace safety

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- assist with implementing and monitoring at least three different organisational work health and safety (WHS) policies or procedures into a work team's processes.

During the above, the candidate must:

- assist with implementing and monitoring consultation about each policy or procedure according to legislative and organisational requirements
- identify opportunities to encourage work team to contribute to implementing improvements to each policy or procedure based on feedback received through consultation
- complete WHS documentation.

Knowledge Evidence

The candidate must demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- characteristics and composition of the work team
- procedures related to the following:
  - identifying hazards
  - assessing and controlling risks to health and safety, including the hierarchy of control measures
- organisational WHS policies and procedures, including those relating to:
  - risk management
  - fire
  - emergencies
  - evacuation
  - incident investigation

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  - reporting
- relevant legislation, regulations and codes of practice from all levels of government that impact on business operations, including those relating to:
  - WHS and environmental issues
  - equal opportunity
  - industrial relations
  - anti-discrimination
- WHS aspects of other organisational systems and procedures.

Assessment Conditions

Assessment must comply with WHS laws, and WHS legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and include access to:

- safety processes relevant to the area of work
- organisational policies and procedures, standard operating procedures and plans
- standards, WHS laws and licensing requirements
- opportunities for interaction with others
- workplace equipment and resources required for the performance evidence.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBWHS411 Implement and monitor WHS policies, procedures and programs

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

The unit applies to those with supervisory responsibilities in a work area who have a broad knowledge of WHS policies and contribute well-developed skills in creating solutions to problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.

NOTES

1. The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide information to work team about WHS policies and procedures	1.1 Identify and communicate relevant provisions about WHS laws to work team 1.2 Provide information about organisation's WHS policies, procedures and programs, and ensure it is readily accessible to work team 1.3 Communicate information about identified hazards and outcomes of risk assessment and control to work team
2. Implement and monitor work team consultative arrangements for managing WHS	2.1 Communicate importance of consultation mechanisms in managing WHS risks to work team 2.2 Apply consultation mechanisms to facilitate work team participation in managing work area hazards, according to organisational policies and procedures 2.3 Contribute to managing issues raised through consultation mechanisms, according to organisational consultation procedures and WHS legislative requirements 2.4 Communicate outcomes of consultation about WHS issues to work team
3. Implement and monitor organisational procedures for providing WHS training to work team	3.1 Identify and document team WHS training needs according to organisational requirements and WHS laws 3.2 Make arrangements to meet WHS training needs of team members in consultation with relevant stakeholders 3.3 Provide workplace learning opportunities to facilitate team and individual achievement of identified WHS training needs
4. Implement and monitor organisational procedures and legal requirements for identifying hazards, and assessing and controlling risks	4.1 Identify and report on hazards in work area according to organisational policies and procedures, and WHS legislative requirements 4.2 Contribute to managing and implementing hazard reports according to organisational policies and procedures, and WHS legislative requirements 4.3 Implement procedures to control risks using the hierarchy of control measures according to organisational policies and procedures, and WHS legislative requirements 4.4 Identify and report inadequacies in existing risk controls according to the hierarchy of control measures, and WHS legislative requirements 4.5 Monitor outcomes of reports on inadequacies, as required, to ensure prompt organisational response

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ELEMENTS	PERFORMANCE CRITERIA
5. Implement and monitor organisational procedures for maintaining WHS records	5.1 Complete and maintain WHS incident records of occupational injury and disease in work area according to organisational policies and procedures, and WHS legislative requirements 5.2 Use aggregate information and data from work area records to meet organisational recordkeeping requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Interprets and analyses WHS laws and organisational texts
Writing	• Documents organisational WHS policies, procedures and programs according to WHS laws, using structure, layout and language suitable for audience • Records WHS issues and actions taken according to reporting requirements • Prepares and maintains required records using appropriate structure and vocabulary
Oral communication	• Provides WHS organisational information and advice using structure and language suitable for audience • Uses questioning and active listening to clarify understanding
Navigate the world of work	• Adheres to legal and regulatory responsibilities, and organisational policies and procedures in relation to own WHS role and responsibilities • Keeps up to date on changes to WHS laws, and related organisational policies and procedures relevant to own role
Interact with others	• Selects and uses appropriate conventions and protocols to facilitate consultation and provide feedback • Initiates and contributes to facilitating consultative role: responding, explaining, clarifying and expanding on ideas and information as required • Collaborates with others to achieve individual team member and team outcomes
Get the work done	• Uses combination of logical planning and intuitive understanding of context to identify relevant information and risks, and to identify and evaluate alternative strategies • Uses decision-making processes: sets and clarifies goals, gathers

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Skill	Description
	information, and identifies and evaluates choices against a set of criteria • Takes responsibility for reporting WHS risk control inadequacies • Uses processes to monitor implementation of WHS organisational procedures

Unit Mapping Information

Supersedes and is equivalent to BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS411 Implement and monitor WHS policies, procedures and programs

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- implement and monitor the work health and safety (WHS) policies, procedures and programs for one work area in an organisation.

During the above, the candidate must:

- explain relevant WHS information clearly and accurately to work team
- provide work team with access to WHS policies, procedures and programs in appropriate structure and language
- implement and monitor procedures, according to WHS legislative and organisational requirements, for:
  - consultation on and communication about WHS hazards and risks
  - WHS training needs and learning opportunities
  - WHS records
  - using WHS aggregate data relating to hazards and risk control.

Knowledge Evidence

The candidate must demonstrate the knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- key provisions of commonwealth and state/territory WHS laws that apply to the business, and procedures for their application in the work area
- organisational policies and procedures for:
  - consulting during WHS issue management
  - identifying hazards and managing risks, including using aggregate information and work area data
  - incident response, investigation and reporting

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- legal responsibilities and duties of managers, supervisors, persons conducting a business or undertaking (PCBUs) and workers in relation to WHS risk management in the workplace
- procedures for assessing implications of near misses in relation to incidents, injuries and illnesses in the work area
- effective consultation mechanisms in managing health and safety risks in the workplace
- features of effective workplace learning opportunities, including coaching and mentoring assistance that facilitates team and individual achievement of WHS training needs
- key principles and components of the hierarchy of control measures
- procedures for applying the hierarchy of control measures in own work area.

Assessment Conditions

Assessment must comply with WHS laws, legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- actual workplace or simulated environment
- workplace equipment and resources
- examples of documents about workplace safety, hazard identification and risk assessment
- WHS laws and organisational documentation required to demonstrate the performance evidence
- opportunities for interaction with others.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWRT311 Write simple documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to plan, draft and finalise a simple document.

The unit applies to individuals who administer a broad range of competencies in various work contexts and may exercise some discretion and judgement to produce a range of simple documents.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Written Communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan simple document	1.1 Determine audience, purpose and requirements for document according to organisation policies and procedures 1.2 Determine required format, style and structure for document 1.3 Establish method of communication 1.4 Establish key points for inclusion
2. Draft simple document	2.1 Develop draft document to communicate key points according to purpose and requirements for document 2.2 Check that draft meets document purposes and requirements 2.3 Obtain and include additional required information
3. Finalise simple	3.1 Ensure draft is proofread, where appropriate, by supervisor or

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ELEMENT	PERFORMANCE CRITERIA
document	colleague 3.2 Make and proofread necessary changes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Interprets a variety of text to determine and confirm task requirements • Proofreads document checking for grammar, spelling, structure, and suitability of style and format for audience
Oral Communication	• Uses listening and questioning skills to seek additional information or confirmation of task completion
Self-management	• Follows accepted communication practices and protocols when seeking information or feedback from others • Takes responsibility for planning, sequencing and prioritising tasks to achieve required outcomes
Technology	• Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Supersedes and is equivalent to BSBWRT301 Write simple documents.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWRT311 Write simple documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- plan, draft and finalise three different simple documents that accurately convey the required basic information in a format suitable for the intended audience and purpose according to organisational policies and procedures for document production.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- processes for checking:
  - basic readability, grammar, spelling, sentence and paragraph sequencing and structure, and punctuation
  - suitability of document for audience, purpose, and format
- organisational policies and procedures relating to written communication
- written communication methods, including:
  - general emails
  - procedures
  - business letters
  - meeting agendas
- different formats, styles and structures for documents.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- office equipment and resources to assist in the production of documents

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- organisational policies and procedures
- examples of documents to review.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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FBPAUD4001 Assess compliance with food safety programs

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to assess compliance against an approved food safety program, where the program is supported by a prescriptive template or tool, or where compliance is checked against a food safety program that has been validated by a technical expert.

This unit applies to individuals who undertake regulatory, commercial or internal audits.

This unit supports relevant legislation, including food standards included in the Australia New Zealand Food Standards Code, industry codes of practice relating to validation and verification of a food safety program, and the audit requirements detailed in the National Regulatory Food Safety Auditor Guideline and Policy, and should be read in conjunction with these documents.

Regulatory food safety audits in Australia are covered by state/territory legislative frameworks that support the requirements of the National Food Safety Audit Policy 2009.

Pre-requisite Unit

Nil

Unit Sector

Food safety auditing (AUD)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan the audit	1.1 Develop an audit plan to meet the audit scope 1.2 Ensure the plan is capable of delivering the required outcomes

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	within resource and time allocations 1.3 Ensure the plan includes audit purpose, scope and relevant templates or approved food safety program 1.4 Identify activities and responsibilities for the audit 1.5 Identify audit timing, including timetable for each stage of the audit 1.6 Identify resource, personnel and reporting requirements 1.7 Identify follow-up and completion procedures 1.8 Identify and establish communication protocols to facilitate the effective exchange of information and suited to the auditee environment
2. Confirm that the food business has documented required preliminary work	2.1 Define the food and the method of distribution 2.2 Identify customers and intended use of food 2.3 Describe and document the process 2.4 Ensure the food business has checked their documentation for accuracy and completeness
3. Confirm the food safety program is supported by a tool or template or has been validated	3.1 Assess the documented food safety program and related procedures and prerequisite programs to confirm that they have a prescriptive tool or have been validated by a technical expert 3.2 Review the food business's method of identifying and analysing food safety hazards 3.3 Select templates, or the approved food safety program, to meet audit scope 3.4 Adapt templates, or the approved food safety program, to suit the needs of the business without adversely affecting food safety 3.5 Review documented verification records to confirm that the requirements of the food safety program are being met 3.6 Assess corrective actions required, where processes are identified as not meeting targets or critical limits, to confirm they meet the requirements of the template or food safety program 3.7 Assess food safety prerequisite programs to confirm they are appropriate for the food business or industry sector to maintain a safe food environment 3.8 Review food safety program documents to confirm currency, accuracy and adequacy to facilitate maintenance of an adequate food

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	safety program
4. Collect evidence to review and assess implementation of food safety programs	4.1 Collect evidence to confirm that documented programs and procedures are working effectively, reflect actual practice and are consistently applied 4.2 Collect evidence to confirm that food safety monitoring and corrective actions are carried out according to procedure 4.3 Collect evidence to confirm that safety prerequisite programs are effective and consistently followed 4.4 Collect evidence to confirm that food safety records are completed and provide an accurate record of events 4.5 Collect evidence to confirm that records are accessed and analysed to confirm effective program maintenance according to the template or food safety program 4.6 Collect evidence to confirm that food safety skills and knowledge of food business personnel is commensurate with their work role 4.7 Collect evidence to confirm that the food safety program has been internally monitored and assessed, updated and improved by a technical expert
5. Manage the audit process	5.1 Monitor audit progress against the audit plan, and identify and address any variation to plan 5.2 Identify and negotiate circumstances requiring the audit plan to be adjusted in a timely manner 5.3 Ensure audit addresses audit scope and is conducted within time and resource constraints to meet quality and professional standards 5.4 Review the audit process to identify opportunities for improvement
6. Consolidate audit outcomes	6.1 Analyse and assess audit evidence to identify any areas of non-compliance with legislation and/or the food safety program 6.2 Identify and classify non-conformities as agreed by the audit plan 6.3 Report non-conformities according to agreed client and/or legislative requirements 6.4 Prepare and submit audit reports and/or certificates or present as required to meet regulatory and client requirements 6.5 Ensure a corrective action implementation plan defining proposed actions and timelines developed by the auditee is reviewed to confirm

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	that template or food safety program requirements are met 6.6 Review audit findings to confirm that evidence is sufficient as defined by the template or approved food safety program
7. Confirm and close out corrective actions	7.1 Monitor and verify implementation and effectiveness of corrective action against the template or the approved food safety program 7.2 Maintain audit records to record corrective actions

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product quality and workplace procedures
Navigate the world of work	• Apply knowledge of regulations and policies relevant to workplace food safety programs • Monitor adherence to legal and regulatory standards and responsibilities
Get the work done	• Plan, monitor and manage relatively complex, routine and non-routine tasks, making adjustments as necessary • Use digital tools to monitor processes and access and organise complex data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPAUD4001 Assess compliance with food safety	FDFAU4001A Assess compliance with food safety programs	Updated to meet Standards for Training Packages	Equivalent unit

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programs			

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPAUD4001 Assess compliance with food safety programs

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has assessed a minimum of two different food safety programs, where the program is supported by a prescriptive template or tool, or where compliance is checked against a food safety program that has been validated by a technical expert, including:

- confirming that the food safety program and/or template is appropriate to the activities of the business and complies with requirements of the Australia New Zealand Food Standards Code
- reviewing food safety program records to assess compliance against the approved food safety program and/or template
- collecting and analysing evidence to confirm that the food safety program is consistently followed and controls all critical risks
- identifying circumstances where variation or customising of the template or food safety program requires further validation
- submitting at least one non-compliance report to clearly identify the aspects of the food safety program that have broken down or need further development in order to prevent recurrence.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Australia New Zealand Food Standards Code, including information on labelling and product ingredients, relevant to the business
- required content and scope of food safety programs as defined in the National Food Safety Standard 3.2.1 or other relevant standards

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- purpose and minimum requirements of risk-based approaches to managing food safety hazards, including the role of prescriptive templates or approved food safety programs in supporting a risk-based approach and the process used to validate these tools
- guidelines on implementing industry templates or approved food safety programs
- legal requirements of food businesses, including underweights, true and accurate descriptions, and accuracy of claims (e.g. organic, free range)
- legal liability of auditors and protection against litigation and professional practice issues, including the circumstances under which an auditor could be prosecuted, and insurance requirements
- audit activities and principles, including guidelines on audit stages and activities as outlined in International Organization for Standardization (ISO) 19011:2011
- existence of international standards that cover traceability of food and the food chain supply, consumer product recalls, quality and food safety management systems
- personal attributes required of food safety auditors, including those outlined in ISO 19011:2011, and additional system owner requirements where required
- role, responsibilities and powers of enforcement agencies, authorised officers and commercial auditors, including reporting responsibilities, legal liability of auditors and delegation of authority to commercial auditors as may apply in some states and territories
- information handling and management system protocols, including rights of access to information, maintenance of confidentiality of audit information and reports and information dissemination requirements
- evidence appropriate for use in audit processes, including the difference between objective and hearsay evidence and methods for recording and managing evidence to provide reliable reference information in the event that evidence is challenged
- vocabulary and terms relating to food safety programs, including terms and jargon to describe technical processes, industry standards and common biological and chemical terms
- common biological, physical and chemical hazards that may occur in the food business, and appropriate methods of control and critical limits as outlined in the approved food safety program or template
- the impact of (1) the design and construction of premises and (2) the selection, application and condition of equipment, on food safety as defined in Food Safety Standard 3.2.3
- role of prerequisite programs in controlling hazards, including the relationship between prerequisite programs and risk-based approaches to controlling food safety hazards
- circumstances, implications and responsibilities in the event that the auditee requests that the audit ceases
- circumstances and authority to initiate cessation of an audit
- methods to assess skill requirements and options to confirm that the responsible personnel within the food business have knowledge of the food safety and food hygiene relevant to the food business.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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    - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
    - plant and equipment that would typically be used in a commercial manufacturing business
- specifications:
    - food safety plans
    - food safety-related documentation required to implement and record the food safety plan
    - evidence and documentation relevant to processes that would typically be used to assess compliance with the food safety program.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPAUD4002 Communicate and negotiate to conduct food safety audits

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to select and use appropriate methods of communication and negotiation to support audit processes.

This unit applies to individuals who undertake regulatory, commercial or internal audits. This includes taking responsibility for their own work and providing and communicating solutions to a range of predictable and sometimes unpredictable problems.

This unit supports relevant legislation, including food standards included in the Australia New Zealand Food Standards Code, industry codes of practice relating to validation and verification of a food safety program, and the audit requirements detailed in the National Regulatory Food Safety Auditor Guideline and Policy, and should be read in conjunction with these documents.

Regulatory food safety audits in Australia are covered by state/territory legislative frameworks that support the requirements of the National Food Safety Audit Policy 2009.

Pre-requisite Unit

Nil

Unit Sector

Food safety auditing (AUD)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop a communication plan to support audit processes	1.1 Define and agree on scope of audit with client 1.2 Define, communicate and agree on roles and responsibilities of all personnel involved in the audit process, including those for whom English is a second language 1.3 Determine and agree on appropriate communication methods and protocols and specific arrangements, including reporting requirements 1.4 Document the communication plan
2. Select and use appropriate communication methods to conduct an audit	2.1 Select communication methods to take account of system owner and food business requirements, workplace culture and individual differences 2.2 Use appropriate communication methods to establish and maintain effective client relationships 2.3 Interpret information provided by the auditee in the context of the industry sector, language and culture of the business 2.4 Apply communication techniques to encourage all relevant parties to participate and express views throughout audit
3. Negotiate to achieve agreement on audit outcomes	3.1 Identify and clarify areas of disagreement over audit outcomes with the auditee 3.2 Seek understanding on actions to be followed to resolve outstanding issues 3.3 Treat auditee’s views with respect 3.4 Explore options for resolving differences to reach agreement and meet audit timeline and resource parameters 3.5 Explore appropriate issue resolution strategies to increase the likelihood of agreement on steps required to conclude the audit 3.6 Manage the negotiation process to maintain constructive client relationships 3.7 Report any areas of continuing non-compliance that result from unresolved differences to system owners and appropriate authorities as required

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Document communication plan and audit outcomes in an appropriate format to support the food safety audit process
Get the work done	• Use problem-solving skills to identify and analyse non-conformance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPAUD4002 Communicate and negotiate to conduct food safety audits	FDFAU4002A Communicate and negotiate to conduct food safety audits	Updated to meet Standards for Training Packages Minor changes to Application and Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPAUD4002 Communicate and negotiate to conduct food safety audits

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has used and applied appropriate communication methods in a food safety audit situation, with a minimum of two different clients or auditees, including:

- a situation where a number of workers have limited English language and literacy skills
- a conflict-based situation where the outcomes are contested by the auditee.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- legislation that impacts on acceptable communication methods and conduct, including anti-discrimination, anti-harassment and privacy legislation
- language relevant to audit process, including terms and jargon to describe food safety legislation, technical processes and industry standards
- effective communication strategies to communicate at different stages of the audit, including to collect audit evidence, provide and present information, facilitate meeting processes, facilitate issue management and conflict resolution, and communicate audit findings
- confidentiality needs and expectations of food businesses
- strategies to communicate in culturally diverse environments
- dynamics of conflict and strategies to manage resolution
- the structure, authority levels and lines of reporting within a food business
- communication methods relevant to different groups and audiences
- reporting formats and requirements to meet client and legislative needs.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - case studies of audit findings, including those that involve workers with limited English language and literacy skills, and those that are disputed by the auditee
- relationships:
  - interactions with food production clients and workers.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPAUD4003 Conduct food safety audits

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to verify and confirm validation of food safety programs in the context of food safety legislation and client requirements.

This unit applies to individuals who conduct on-site audits, and is relevant to regulatory and commercial food safety system auditors who may be auditing food safety in various contexts.

This unit supports relevant legislation, including food standards included in the Australia New Zealand Food Standards Code, industry codes of practice relating to validation and verification of a food safety program, and the audit requirements detailed in the National Regulatory Food Safety Auditor Guideline and Policy, and should be read in conjunction with these documents.

Regulatory food safety audits in Australia are covered by state/territory legislative frameworks that support the requirements of the National Food Safety Audit Policy 2009.

Pre-requisite Unit

Nil

Unit Sector

Food safety auditing (AUD)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Define the scope of the audit	1.1 Identify audit scope and define the extent of the audit to meet legislative and audit client requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Ensure audit criteria meet legislative and client requirements 1.3 Ensure the definition and levels of non-conformity and related reporting responsibilities are identified as consistent with legislative requirements and client requirements 1.4 Identify evidence required to address audit scope and criteria, and select appropriate collection methods 1.5 Review food safety management system documents to determine adequacy for the purposes of the audit
2. Plan the audit	2.1 Develop an audit plan that includes definitions and levels of non-conformity to meet the audit scope 2.2 Identify activities and responsibilities for the audit 2.3 Identify audit timing, including timetable for each stage of the audit 2.4 Identify resource, personnel and reporting requirements 2.5 Identify follow-up and completion procedures 2.6 Establish communication protocols to facilitate the effective exchange of information and suited to the auditee environment
3. Conduct the audit	3.1 Communicate information on the audit scope and methodology in an effective and timely manner 3.2 Follow stages and activities of the audit process 3.3 Review methods used by the food business to carry out preliminary work, identify food safety hazards and assess level of risk to confirm that they are appropriate and correctly applied 3.4 Identify and evaluate evidence used by the food business to support identification of control measures and establish control limits to determine adequacy and relevance 3.5 Review methods used by the food business to control hazards and determine corrective action where processes are identified as not meeting targets or critical limits to confirm they are adequate, effective and appropriate 3.6 Collect evidence to confirm that the documented food safety policies and procedures are working effectively, reflect actual practice and are consistently applied
4. Manage the audit	4.1 Monitor audit progress against the audit plan, and identify and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
process	address any variation to plan 4.2 Identify and negotiate circumstances requiring the audit plan to be adjusted in a timely manner 4.3 Ensure audits address audit scope and are conducted within time and resource constraints to meet quality and professional standards 4.4 Review the audit process to identify opportunities for improvement
5. Consolidate audit outcomes	5.1 Analyse and assess evidence to identify any areas of non-compliance with legislation and/or client requirements as appropriate to the audit scope 5.2 Identify and classify non-conformities as agreed by the audit plan 5.3 Report non-conformities according to agreed client and/or legislative requirements 5.4 Communicate audit findings to the auditee 5.5 Prepare and submit audit reports and/or certificates or present as required to meet regulatory and client requirements 5.6 Review corrective actions proposed by the auditee in response to non-conformances for compliance with the template or food safety program 5.7 Review audit findings to confirm that evidence is appropriate and sufficient and findings are accurate 5.8 Review the food safety management system to identify areas of potential improvement of the system according to audit scope
6. Confirm and close out corrective actions	6.1 Monitor and verify implementation and effectiveness of corrective actions, and identify and address any variation to the food safety plan 6.2 Maintain audit records to record corrective actions

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret legislation and audit guidelines
Interact with others	• Select and use communication strategies appropriate for purpose when interacting with work colleagues and customers
Get the work done	• Use problem-solving skills to identify and analyse non-conformance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPAUD4003 Conduct food safety audits	FDFAU4003A Conduct food safety audits	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPAUD4003 Conduct food safety audits

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively planned and conducted a food safety audit, for a minimum of one client, that complies with legal and client requirements, including:

- preparing audit documentation
- preparing a final audit report that refers to:
  - non-conformity reports
  - corrective action reports
  - follow-up reports
  - suggestions for improvements to the food safety management system and to the audit process.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- auditor roles and responsibilities, including:
  - audit activities and stages, including guidelines on audit stages and activities as outlined in International Organization for Standardization (ISO) 19011:2011
  - personal attributes required of food safety auditors, including those outlined in ISO 19011:2011, and additional client requirements where required
  - role, responsibilities and powers of enforcement agencies, authorised officers and commercial auditors, including reporting responsibilities, legal liability of auditors and delegation of authority to commercial auditors as may apply in some states and territories

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  - relevant competencies and certification/registration criteria and processes applying to both regulatory and commercial auditors
  - audit management to develop and implement an audit against an agreed plan, including the scope/level of authority to revise the resource and allocate time allocations to take account of variation to plan
- food safety management systems, including:
  - purpose and intent of each element of a food safety management system
  - the underlying principles of risk-based approaches to controlling food safety hazards, including using critical control points as described in the Codex Alimentarius Guidelines
  - vocabulary and terms relating to food safety, including terms and jargon to describe technical processes, industry standards and common biological and chemical terms
  - food safety management system knowledge relevant to the system being audited, including system requirements, definitions and levels of non-compliance and related reporting responsibilities as defined by legal and management system requirements
  - the interaction between different types of management systems, including the impact of food safety decisions on other management systems, including workplace health and safety, quality, environmental risk management and animal welfare
  - technical knowledge required to assess the adequacy of the food safety management system performance and corrective actions
  - role of prerequisite programs in controlling hazards, including the relationship between prerequisite programs and risk-based approaches, including using critical control points to control food safety hazards
  - information handling and management system protocols, including rights of access to information, maintenance of confidentiality of audit information and reports and information dissemination requirements
- food safety legislation, including:
  - the purpose and intent of food safety legislation, including sources of information on importing country requirements and of requirements of countries and retailer driven systems in importing markets
  - the content covered by the Australia New Zealand Food Standards Code and/or other relevant standards
  - the structure and responsibilities of Commonwealth, state and territory government departments and local government to manage and implement food safety legislation, including where to find information on relevant Commonwealth, state/territory legislative requirements, product or industry sector legislation and regulations and import and export market requirements
  - the regulatory framework and specific legislation relevant to the audit, including relevant risk profiling or classification systems where they apply
  - sources of information on legislation and codes governing primary production and primary processing
  - requirements for scheduling and conducting further auditing as determined by food safety legislation and/or client system requirements

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  - legal liability of auditors and protection against litigation and professional practice issues, including the circumstances under which an auditor could be prosecuted, and insurance requirements
  - the role of auditors when called on to provide evidence as a witness in court
- food safety audit processes, including:
  - preliminary work required to identify food to be covered by the food safety program, define the food and the method of distribution, identify customers and intended use of food, describe the process (flow chart) and check accuracy and completeness
  - methods used to identify food safety hazards and assess food safety hazard risk levels, taking account of severity and likelihood of occurrence
  - methods used to identify critical control points and establish critical limits, suited to the nature of the hazard, the requirements of the audit and the industry sector
  - methods used to validate control techniques and critical limits, including industry or sector codes of practice, technical standards and research
  - types of evidence, including the difference between objective and hearsay evidence and methods for recording and managing evidence to provide reliable reference information in the event that evidence is challenged
  - evidence collection methods, including record sampling and sample analysis, the evidence collection options relevant to a given audit situation, the reliability of each collection method and the range and extent of evidence collection methods required to ensure that audit outcomes are objective, consistent, fair and reliable
  - methods to assess skill requirements and options to confirm that the responsible personnel within the food business have the required skills and knowledge of food safety and food hygiene relevant to the food business
  - circumstances, implications and responsibilities in the event that the auditee requests that the audit ceases
  - circumstances and authority of an auditor to initiate cessation of an audit
  - the context in which audits are conducted, including workplace culture and preferred communication methods, industry, process and/or product knowledge and related jargon
  - requirements for recording audit information and reporting.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - plant and equipment that would typically be used in a commercial food manufacturing business
- specifications:
  - food safety plans

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- food safety-related documentation typical of commercial food manufacturing businesses and used for the purpose of verification
- evidence and documentation relevant to processes that would typically be used by commercial manufacturing businesses to support validation processes.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPAUD4004 Identify, evaluate and control food safety hazards

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to identify, evaluate and control food safety hazards for the purposes of validating specific control measures in a food safety program.

This unit applies to individuals who are responsible for auditing regulatory, commercial and internal food safety systems.

This unit supports relevant legislation, including food standards included in the Australia New Zealand Food Standards Code, industry codes of practice relating to validation and verification of a food safety program, and the audit requirements detailed in the National Regulatory Food Safety Auditor Guideline and Policy, and should be read in conjunction with these documents.

Regulatory food safety audits in Australia are covered by state/territory legislative frameworks that support the requirements of the National Food Safety Audit Policy 2009.

Pre-requisite Unit

Nil

Unit Sector

Food safety auditing (AUD)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify food safety hazards in a food	1.1 Identify biological food safety hazards that could present a risk in the food at the point of consumption by type, origin and food

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
business	association, and assess to determine risk level and control requirements 1.2 Identify allergenic food safety hazards that could present a risk in the food at the point of consumption, and assess to determine risk level and control requirements 1.3 Identify intrinsic and extrinsic chemical food safety hazards that could present a risk in the food at the point of consumption, including toxin presence by type, origin and food association, and assess to determine risk level and control requirements 1.4 Identify and assess physical food safety hazards that present a risk in food to determine control requirements
2. Control food safety hazards in a food business	2.1 Establish and validate processing hazards and related control measures and critical limits, monitoring and recording requirements to eliminate or reduce food safety hazards to acceptable levels 2.2 Determine food storage and handling requirements necessary to eliminate or reduce food safety hazards 2.3 Establish personal hygiene practices required to eliminate or reduce food safety hazards 2.4 Establish cleaning and sanitation, housekeeping and pest control practices and procedures required to prevent or reduce food safety hazards 2.5 Develop other prerequisite programs to eliminate or reduce food safety hazards to acceptable levels

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety legislation, practices and procedures
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others

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Skill	Description
Interact with others	• Select and use communication strategies appropriate for purpose when interacting with work colleagues and customers
Get the work done	• Analyse and use sensory information to determine food safety hazards in food handling operations • Use problem-solving skills to identify and eliminate food safety hazards

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPAUD4004 Identify, evaluate and control food safety hazards	FDFAU4004A Identify, evaluate and control food safety hazards	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPAUD4004 Identify, evaluate and control food safety hazards

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has identified, evaluated and controlled food safety hazards for a minimum of one multi-staged food safety program, including:

- selecting a food supply chain and identifying:
  - known biological food safety hazards that could occur across the chain and could present a risk in food at the point of consumption
  - likely patterns of growth and transmission from source of contamination to onset of consumer symptoms for pathogens likely to occur in the supply chain, including threshold levels
  - sources of chemical and physical contamination that could present a food safety risk at the time of food consumption, across the chain
  - impact and indicators of the presence of biological or chemical food safety hazards throughout the food chain
  - impact and indicators of the presence of allergens that may present a hazard
  - acceptable levels of contamination (these may be established by reference to relevant legislation and/or reference to system requirements)
- selecting one stage in the food supply chain (which must be a medium or high risk business or process) and establishing or validating control measures and verification records and procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Australia New Zealand Food Standards Code, including all chapters and sections relevant to the business

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- sources of advice and research on foods, processing methods, production technologies and associated food safety hazards and control methods, including allergens
- ways in which food can cause illness and injury, including incidence and trends in food-borne illness
- intrinsic and extrinsic factors that can impact on food safety
- common biological food safety hazards – including toxin production and spore formation – and conditions required for survival and growth of each, including growth rates, transmission routes, likely carriers and threshold levels
- sources of information on acceptable and legal levels of biological, chemical and physical contamination
- food supply chains and potential of a breakdown in control at one point to impact other parts of the chain
- survival and growth requirements of biological food safety hazards
- common allergenic substances as described by the Australia New Zealand Food Standards Code and which may be additionally defined by system owners
- existence of international standards that cover traceability of food and the food chain supply, consumer product recalls, quality and food safety management systems
- common control methods necessary to eliminate or reduce the risk of food-borne illness to acceptable levels for each common pathogen, including the role of food storage, temperature control, preservation and process methods, traceability, product shelf-life, cleaning and sanitation, and pest control
- methods to detect and minimise the risk of food contamination by personal carriers, including convalescent and symptomless carriers, and related minimum legal illness reporting requirements and personal hygiene procedures
- the role of microbiological sampling, swabbing and testing in assessing the presence of biological contamination
- methods to determine the appropriateness and effectiveness of control measures and critical limits, including identifying the effect of control measures on the identified food safety hazard, method and feasibility of monitoring, the relationship to other control measures, and the severity of consequences and required corrective action in the event of failure of control
- types and causes of acute and chronic chemical food-borne illness
- the food safety and legal impact of chemical contamination, including residual agricultural and environmental chemicals, residual industrial contamination, including cleaning chemicals, and chemical contamination as a result of packaging methods and materials
- physical hazards that pose a food safety risk
- common control methods to eliminate or reduce the risk of chemical or physical food-borne illness to acceptable levels for each common form of chemical and physical food safety hazard, including:
  - hazardous chemicals that pose a food safety risk
  - common food allergens
  - physical hazards
- the role and requirements of prerequisite programs and procedures to eliminate, prevent or reduce biological, chemical and physical food safety hazards to acceptable levels.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - supply chain that includes at least one medium or high risk business and/or process and provides opportunity to apply a depth and breadth of food safety knowledge
- specifications:
  - access to food safety programs for a multi-staged food supply chain that includes the point of delivery to the consumer.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPAUD5001 Audit bivalve mollusc growing and harvesting processes

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to support a food safety audit of food safety programs of bivalve mollusc producers. The unit covers on-shore and wild growing, harvesting, cleaning, post-harvest handling and storage, stock movement, depuration and wet storage.

This unit applies to individuals who are responsible for auditing a bivalve mollusc growing and harvesting process. These audits would typically occur within the context of auditing a food safety program that defines related prerequisite program requirements. The audits are supported by state, territory and Commonwealth government regulations prescribing processes and requirements relating to the production of bivalve molluscs.

This unit does not cover the skills and knowledge to audit the classification of growing areas.

This unit supports relevant legislation, including food standards included in the Australia New Zealand Food Standards Code, industry codes of practice relating to validation and verification of a food safety program, and the audit requirements detailed in the National Regulatory Food Safety Auditor Guideline and Policy, and should be read in conjunction with these documents.

Both regulatory and commercial audit system owners may specify additional certification requirements of auditors eligible to audit food safety programs within their system.

Pre-requisite Unit

The prerequisite units of competency for this unit are:

- FBPAUD4002 Communicate and negotiate to conduct food safety audits
- FBPAUD4003 Conduct food safety audits
- FBPAUD4004 Identify, evaluate and control food safety hazards

Unit Sector

Food safety auditing (AUD)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and assess food safety hazards and related control options for growing and harvesting bivalve molluscs	1.1 Identify microbiological food safety hazards, by type and origin, that could present a risk when bivalve molluscs are consumed, and assess to determine risk level and control requirements 1.2 Identify chemical food safety hazards that could present a risk in bivalve molluscs at the point of consumption, including toxin presence, by type, and assess to determine risk level and control requirements 1.3 Identify control requirements and methods to ensure that bivalve molluscs meet food safety objectives
2. Confirm that appropriate evidence supports validation of growing and harvesting bivalve molluscs	2.1 Review validation evidence and records to confirm that an appropriate level of validation has been applied 2.2 Identify and assess evidence used by the business to validate the process to confirm that it is credible and adequate to meet the food safety objective
3. Verify bivalve mollusc growing and harvesting processes	3.1 Identify, collect and review system records required to support verification against relevant shellfish quality programs 3.2 Review business documentation and conduct inspections to confirm that facilities and equipment design and components comply with regulatory and business standards 3.3 Review business documentation and conduct inspections to confirm that operational monitoring and testing procedures and frequency meet regulatory requirements, industry and business standards

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Interpret information relating to food safety and audit guidelines
Navigate the world of	• Apply knowledge of regulations and policies relevant to food

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Skill	Description
work	safety standards in the workplace • Monitor adherence to legal and regulatory standards and responsibilities
Get the work done	• Use problem-solving skills to identify and analyse non-conformance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPAUD5001 Audit bivalve mollusc growing and harvesting processes	FDFAU4005A Audit bivalve mollusc growing and harvesting processes	Updated to meet Standards for Training Packages Unit code updated to reflect AQF level	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPAUD5001 Audit bivalve mollusc growing and harvesting processes

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has actively participated in a minimum of one audit of a food safety program of a commercial bivalve mollusc growing, harvesting and processing operation, including:

- documenting evidence that details the review of the processor's hazard analysis critical control point (HACCP) plan to determine if the critical control points (CCPs) are correctly identified, valid, adequately monitored and verified.

Individuals must also show evidence of completing audit scenarios that include at least one audit involving relaying depuration and wet storage.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- regulations, codes of practice, guidelines and Australian standards relating to production of bivalve molluscs and related role of government in overseeing implementation of shellfish quality programs
- relevant sections of the Australia New Zealand Food Standards Code
- basic biology and physiology of bivalve molluscs and related sources of food safety risk
- pathogens that can occur in bivalve molluscs and related survival and growth characteristics and control methods, including:
  - hepatitis A virus
  - Norwalk virus
  - Vibrio parahaemolyticus

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  - Vibrio vulnificus
  - Salmonella spp
  - pathogenic Escherichia coli
  - listeria monocytogenes (in ready-to-eat seafood)
- chemicals that pose a food safety risk in bivalve molluscs, including:
  - phycotoxins: harmful algal blooms, such as amnesic shellfish poisoning (ASP), neurotoxic shellfish poisoning (NSP), diarrhetic shellfish poisoning (DSP) and paralytic shellfish poisoning (PSP)
  - pesticides
  - water additives
  - toxic metals
  - polychlorinated biphenyls (PCBs)
- sources of environmental contamination that can present a food safety risk in the growing and harvesting of bivalve molluscs, and related food safety controls, including risks associated with both on-shore and wild fisheries
- sources of information on acceptable and legal product quality requirements, including legal limits to ensure product safety
- classifications applying to harvesting areas, system for monitoring and determining status, sources of advice on classification and methods of communicating classification information
- sources of pre- and post-harvest contamination, and related control requirements
- risks and related control methods to prevent cross-contamination, including sorting and cleaning
- prerequisite programs required to support bivalve mollusc growing and harvesting
- basic principles of water sampling and test methods
- principles and associated control measures relating to effective purging of shellfish, including methods, including relaying and depuration, when practised according to state and territory legal and regulatory requirements
- risks associated with depuration and wet storage methods, and related control methods and prerequisite programs that meet legal requirements
- sources of pre- and post-harvest contamination, including sewage, algal bio-toxins and vibrio organisms and related control requirements
- stock handling and storage risks and control methods
- facilities and equipment used in the growing and harvesting of bivalve molluscs, including features required to meet regulatory requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated as an individual (not part of a group) in a real workplace
- resources, equipment and materials:
  - food safety programs covering bivalve mollusc growing and harvesting processes

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  - plant and equipment that would typically be used in a commercial bivalve mollusc growing and harvesting business
  - case studies of audit processes, including one that involves relaying, depuration or wet storage
- specifications:
  - standard and authorised work practices, safety requirements and environmental constraints
  - food safety-related documentation typical of commercial growing and harvesting businesses and used for the purpose of verification.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPAUD5002 Audit a cook chill process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to support a food safety audit of food safety programs that include extended life cook chill processes and products, which are minimally heat-processed foods distributed as chilled products with defined shelf-life.

This unit applies to individuals who are responsible for auditing extended and short shelf-life cook chill processes. Audit processes would typically occur within the context of auditing a food safety program that defines related prerequisite program requirements.

This unit supports relevant legislation, including food standards included in the Australia New Zealand Food Standards Code, industry codes of practice relating to validation and verification of a food safety program, and the audit requirements detailed in the National Regulatory Food Safety Auditor Guideline and Policy, and should be read in conjunction with these documents.

Both regulatory and commercial audit system owners may specify additional certification requirements of auditors eligible to audit food safety programs within their system.

Pre-requisite Unit

The prerequisite units of competency for this unit are:

- FBPAUD4002 Communicate and negotiate to conduct food safety audits
- FBPAUD4003 Conduct food safety audits
- FBPAUD4004 Identify, evaluate and control food safety hazards

Unit Sector

Food safety auditing (AUD)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and assess food safety hazards and related control options for cook chill processes	1.1 Identify microbiological food safety hazards that could present a risk in cook chill products at the point of consumption, by type, origin and food association, and assess to determine the significance of the hazard 1.2 Identify chemical food safety hazards that could present a risk in cook chill products at the point of consumption, including toxin presence, by type and food association, and assess to determine risk level and control requirements 1.3 Identify and assess physical food safety hazards that could present a risk in the food at the point of consumption to determine risk level and control requirements 1.4 Identify cook chill process control requirements and methods to ensure that finished cook chill products meet food safety objectives
2. Confirm that appropriate evidence supports validation of the cook chill process	2.1 Review validation evidence and records to confirm that appropriate level of validation has occurred 2.2 Identify and assess evidence used by the business to validate the process to confirm that it is credible and adequate to achieve the food safety objective
3. Verify the food safety program for a cook chill process	3.1 Identify, collect and review system records required to support verification 3.2 Review business documentation and conduct inspections to confirm that facilities and equipment design and components comply with regulatory and business standards 3.3 Review business documentation and conduct inspections to confirm that operational monitoring and testing procedures and frequency meet regulatory requirements, industry and business standards

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Interpret food safety legislation and audit guidelines

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Skill	Description
Navigate the world of work	• Apply knowledge of regulations and policies relevant to food safety standards in the workplace • Monitor adherence to legal and regulatory standards and responsibilities
Get the work done	• Use problem-solving skills to identify and analyse non-conformance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPAUD5002 Audit a cook chill process	FDFAU4006A Audit a cook chill process	Updated to meet Standards for Training Packages Unit code updated to reflect AQF level	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPAUD5002 Audit a cook chill process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has actively participated in a minimum of two food safety program audits of the extended and short shelf-life cook chill process, including two of the following:

- a five-day cook chill process
- a cook chill process resulting in an extended shelf-life product
- a kettle or cook tank cook chill process
- a sous vide cook chill process.

For each audit, individuals must also show evidence of:

- documenting evidence that details the review of the processor's hazard analysis critical control point (HACCP) plan to determine if the critical control points (CCPs) are correctly identified, valid, adequately monitored and verified
- identifying target organisms for a range of foods
- determining capacity of distribution chain to control temperature parameters
- determining requirements of specific extended and short shelf-life cook chill methods for a range of products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- regulations, codes of practice, guidelines, technical standards and Australian Standards relating to all forms of cook chill processing of foods
- relevant sections of the Australia New Zealand Food Standards Code

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- target organisms that can occur in extended and short shelf-life cook chill foods, their survival and growth characteristics and related control methods
- specific hazards that affect vulnerable persons, including clients of facilities listed in Standard 3.2.2 of the Food Standards Code
- principles of heat treatment and chilling as they apply to extended and short shelf-life cook chill processing methods and product types
- criteria used to specify heat treatment, cooling, storage and shelf-life parameters for extended and short shelf-life cook chill products
- factors that impact on heat and chilling processes meeting food safety objective
- prerequisite programs required to support effectiveness of cook chill processes
- operational principles of commercial extended and short shelf-life cook chill equipment, including equipment features required to meet regulatory requirements, and critical factors to be controlled to ensure delivery of heating and chilling processes that meet food safety objective
- features of the environment in which cook chill foods are distributed, including risk factors
- foods and preparation methods that present a particular risk to vulnerable populations, including cross-contamination risks associated with multi-tasking and cold chain maintaining temperatures during storage, transport and distribution
- principles of packaging to form a suitable seal, and impact of processing parameters and conditions on packaging integrity
- effect of characteristics and pre-processing of raw materials and post-process packaging on the stability and safety of the product
- labelling requirements for extended and short shelf-life cook chill products
- food safety risks and controls to avoid post-process contamination of heat-treated product
- principles of test methods and frequency to confirm the effectiveness of cook chill processes and meet regulatory, industry and business standards.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated as an individual (not part of a group) in a real workplace
- resources, equipment and materials:
  - food safety programs covering extended and short shelf-life cook chill processes
  - plant and equipment that would typically be used by commercial businesses producing extended and short shelf-life cook chill products
  - audit scenarios, including a five-day cook chill process, a kettle or cook tank cook chill process, or a sous vide cook chill process
- specifications:
  - food safety-related documentation typical of commercial businesses producing extended and short shelf-life cook chill products and used for the purpose of verification

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- evidence that would typically be used by commercial businesses to support validation processes.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPAUD5003 Audit a heat treatment process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to support a food safety audit that includes heat treatment processes designed to bring about a defined logarithmic reduction of the target organism to ensure safe food.

This unit applies to individuals who are responsible for auditing heat treatment processes. Audit processes would typically occur within the context of auditing a hazard analysis critical control point (HACCP)-based food safety program that defines related prerequisite program requirements. This unit applies to auditing aspects of the process that directly relate to delivering the prescribed heat treatment. It covers related factors, including raw materials receival, pre- and post-process storage and packaging methods and materials only to the extent that they impact on or are controlled by the heat treatment process.

This unit supports relevant legislation, including food standards included in the Australia New Zealand Food Standards Code, industry codes of practice relating to validation and verification of a food safety program, and the audit requirements detailed in the National Regulatory Food Safety Auditor Guideline and Policy, and should be read in conjunction with these documents.

Both regulatory and commercial audit system owners may specify additional certification requirements of auditors eligible to audit food safety programs within their system.

Pre-requisite Unit

The prerequisite units of competency for this unit are:

- FBPAUD4002 Communicate and negotiate to conduct food safety audits
- FBPAUD4003 Conduct food safety audits
- FBPAUD4004 Identify, evaluate and control food safety hazards

Unit Sector

Food safety auditing (AUD)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and assess food safety hazards and related control options for heat treatment processes	1.1 Identify microbiological food safety hazards that could present a risk in the food at the point of consumption, by type, origin and food association level, and assess to determine the significance of the hazard 1.2 Identify heat treatment processes, control requirements and methods to ensure that finished, heat-treated products meet food safety objectives
2. Confirm that appropriate evidence supports validation of the heat treatment process	2.1 Review validation evidence and records to confirm that an appropriate level of validation has been applied 2.2 Identify and assess evidence used by the business to validate the process to confirm that it is credible and adequate to achieve the food safety objective
3. Confirm verification of the food safety program for a heat treatment process	3.1 Identify, collect and review system records required to support verification 3.2 Review business documentation and conduct inspections to confirm that facilities and equipment design and components comply with regulatory and business standards 3.3 Review business documentation and conduct inspections to confirm that operational monitoring and testing procedures and frequency meet regulatory requirements, and industry and business standards

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information relating to food safety and audit guidelines
Navigate the world of work	• Apply knowledge of regulations and policies relevant to food safety standards in the workplace • Monitor adherence to legal and regulatory standards and responsibilities for self and others

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Skill	Description
Get the work done	• Use problem-solving skills to identify and analyse non-conformance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPAUD5003 Audit a heat treatment process	FDFAU4007B Audit a heat treatment process	Updated to meet Standards for Training Packages Unit code updated to reflect AQF level	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPAUD5003 Audit a heat treatment process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has actively participated in two food safety program audits of food heat treatment processes, including:

- retorting cans or pouches
- pasteurisation.

For each audit, individuals must also show evidence of:

- documenting evidence that details the review of the processor's hazard analysis critical control point (HACCP) plan to determine if the critical control points (CCPs) are correctly identified, valid, adequately monitored and verified
- using time temperature indicators (TTIs) to measure the effectiveness of a range of heat treatment
- evaluating raw materials
- evaluating sterilisation packaging and equipment (relevant to aseptic systems) and post-process handling.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- regulations, codes of practice, guidelines, technical specifications and, where appropriate, specific product heat treatment requirements and Australian Standards relating to heat treatment of foods
- relevant sections of the Australia New Zealand Food Standards Code
- target organisms that can occur in heat-treated foods and related survival and growth characteristics

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- principles of heat treatment and application of heat-processing methods to product types
- criteria used to specify and evaluate heat treatment for each heat processing method
- factors that impact on heat distribution and heat penetration according to both retorting and pasteurisation methods
- principles of operation of commercial heat-processing equipment, including equipment features required to meet regulatory requirements, and critical factors to be controlled to ensure delivery of prescribed heat treatment and related processes, including retorting and pasteurisation
- procedural safeguards used to track processing of product
- principles of packaging to form a suitable seal, and impact of packaging system and heat treatment methods and equipment on process effectiveness and packaging integrity
- characteristics of raw materials and pre-processing requirements that impact on the microbiological profile and that need to be considered in determining the thermal process
- post-processing packaging and handling that impact on the ability to maintain the food safety objective following thermal processing, and related prerequisite programs required to support effectiveness of heat treatment processes
- food safety risks and controls to avoid post-process contamination of heat-treated product
- principles of sampling requirements and test methods to confirm equipment integrity, effectiveness of heat treatment, packaging system and seal integrity, and post-processing conditions to meet regulatory, industry and business standards.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated as an individual (not part of a group) in a real workplace
- resources, equipment and materials:
  - food safety plans covering heat treatment processes
  - plant and equipment that would typically be used in a commercial manufacturing business
  - scenarios of different heat treatment processes
- specifications:
  - food safety-related documentation typical of commercial manufacturing businesses and used for the purpose of verification
  - evidence and documentation relevant to heat treatment processes that would typically be used by commercial manufacturing businesses to support validation processes.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPAUD5004 Audit manufacturing of ready-to-eat meat products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to support a food safety audit of food safety programs relating to the manufacture of ready-to-eat meat products.

This unit applies to individuals who are responsible for auditing ready-to-eat meat manufacturing processes. Audit processes would typically occur within the context of auditing a hazard analysis critical control point (HACCP)-based food safety program that defines related prerequisite program requirements.

This unit covers raw materials receival, processing of ready-to-eat meat products and post-processing storage and handling of product undertaken by the manufacturer of ready-to-eat meat products.

This unit supports relevant legislation, including food standards included in the Australia New Zealand Food Standards Code, industry codes of practice relating to validation and verification of a food safety program, and the audit requirements detailed in the National Regulatory Food Safety Auditor Guideline and Policy, and should be read in conjunction with these documents.

Both regulatory and commercial audit system owners may specify additional certification requirements of auditors eligible to audit food safety programs within their system.

Pre-requisite Unit

The prerequisite units of competency for this unit are:

- FBPAUD4002 Communicate and negotiate to conduct food safety audits
- FBPAUD4003 Conduct food safety audits
- FBPAUD4004 Identify, evaluate and control food safety hazards

Unit Sector

Food safety auditing (AUD)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and assess food safety hazards and control options for ready-to-eat meat manufacturing and related handling processes	1.1 Identify microbiological food safety hazards that could present a risk in ready-to-eat meat products at the point of consumption, by type, origin and food association, and assess to determine risk level and control requirements 1.2 Identify chemical food safety hazards that could present a risk in ready-to-eat meat products at the point of consumption, including toxin presence, by type, origin and food association, and assess to determine risk level and control requirements 1.3 Identify and assess physical food safety hazards that present a risk in food to determine control requirements 1.4 Identify control requirements and methods to ensure that finished, ready-to-eat meat products meet food safety objectives
2. Confirm that appropriate evidence supports validation of the ready-to-eat meat manufacturing process	2.1 Review validation evidence and records to confirm that an appropriate level of validation has been applied 2.2 Identify and assess evidence used by the business to validate the process to confirm that it is credible and adequate to meet the food safety objective
3. Verify the food safety program for a ready-to-eat meat manufacturing process	3.1 Identify, collect and review system records required to support verification 3.2 Review business documentation and conduct inspections to confirm that facilities and equipment design and components comply with regulatory and business standards 3.3 Review business documentation and conduct inspections to confirm that operational monitoring and testing procedures and frequency meet regulatory requirements, industry and business standards

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret information relating to food safety and audit guidelines
Navigate the world of work	• Apply knowledge of regulations and policies relevant to food safety standards in the workplace • Monitor adherence to legal and regulatory standards and responsibilities for self and others
Get the work done	• Use problem-solving skills to identify and analyse non-conformance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPAUD5004 Audit manufacturing of ready-to-eat meat products	FDFAU4008A Audit manufacturing of ready-to-eat meat products	Updated to meet Standards for Training Packages Unit code updated to reflect AQF level	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPAUD5004 Audit manufacturing of ready-to-eat meat products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has actively participated in a minimum of two food safety audits of commercial manufacturing processes that produce different ready-to-eat meat products, including:

- documenting evidence that details the review of the processor's hazard analysis critical control point (HACCP) plan to determine if the critical control points (CCPs) are correctly identified, valid, adequately monitored and verified
- identifying product-specific risks and typical processing methods, including sources of information on processing parameters, for one product in each of the following categories:
  - uncooked fermented meat products
  - smoked or cooked meat products
  - slowly cured meat, such as prosciutto
  - pâté
- identifying storage and transport of safe ready-to-eat meat products for at least one product in each of the following product categories:
  - uncooked fermented meat products
  - smoked or cooked meat products
  - slowly cured meat, such as prosciutto
  - pâté.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- regulations, codes of practice, guidelines, technical specifications and Australian Standards relating to the formulation and manufacture of ready-to-eat meat products

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- relevant sections of the Australia New Zealand Food Standards Code
- sources of information on acceptable processing and related storage and handling methods and parameters for given products and target microorganisms
- pathogens that can occur in meat products, and related control methods required in manufacturing, post-processing and storage, including:
  - Campylobacter jejuni (poultry)
  - pathogenic Escherichia coli, including enterohaemorrhagic Escherichia coli
  - Clostridium perfringens and Clostridium botulinum
  - listeria monocytogenes
  - Salmonella spp
  - Staphylococcus aureus
  - Yersinia enterocolitica
  - viruses
  - moulds and fungi
  - parasites
  - algae
- risks posed by products that can be consumed without heating or cooking, including uncooked fermented meat, uncooked comminuted fermented meat (UCFM) and other salami products
- survival and growth characteristics of pathogens and ability of processed product to support pathogen growth
- chemicals that pose a food safety risk in meat products, and related control methods
- physical sources of contamination and related control methods
- effect of raw material characteristics, including bacterial load and temperature, and pre-processing conditions on the growth of pathogens
- prerequisite programs required to support safe manufacture of ready-to-eat meat products
- purpose, role and storage requirements of ingredients
- principles of manufacturing methods and factors that affect processing requirements
- use and effectiveness of hurdle technologies
- principles of packaging to form a suitable seal, and requirements of post-processing handling and conditions to ensure safe product
- principles of operation of ready-to-eat meat product manufacturing equipment, including equipment features required to meet regulatory requirements and critical factors to be controlled to ensure safe food outcomes
- indications of unacceptable product, and related test requirements
- principles of test methods and frequency in monitoring condition of raw materials and processing, and in confirming that final product is fit for human consumption.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated as an individual (not part of a group) in a real workplace

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- resources, equipment and materials:
  - plant and equipment that would typically be used in the commercial manufacture of ready-to-eat meat products
  - food safety programs and related documentation
- specifications:
  - records for the purpose of verification
  - evidence to support validation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG2001 Operate the bottle supply process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down a range of semi-automated bottling equipment.

The unit applies to individuals who work under general supervision in bottling and packaging and are responsible for operating and monitoring a bottle supply process and associated equipment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to operate bottle supply equipment	1.1 Confirm work instructions and identify potential health and safety in the workplace hazards and controls with supervisor 1.2 Select, fit and use appropriate personal protective equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Ensure that product and materials are available to meet bottle supply requirements 1.4 Prepare product and materials to meet bottle supply requirements 1.5 Ensure that services are available and ready for operation 1.6 Prepare bottle supply equipment and check to confirm readiness for use 1.7 Setup equipment to meet bottle supply requirements
2. Operate and monitor the bottle supply process	2.1 Start-up bottle supply equipment according to operating instructions 2.2 Monitor control points to confirm performance is maintained within equipment operation specifications 2.3 Ensure bottles are supplied according to requirements 2.4 Monitor bottle supply equipment to confirm operating conditions 2.5 Identify, rectify and report out-of-specification end product, process and equipment performance according to workplace procedures 2.6 Liaise with operators in other work areas to ensure ongoing bottling process runs efficiently and effectively
3. Shut down the bottle supply process	3.1 Shut down bottle supply equipment according to operating instructions 3.2 Prepare bottle supply equipment for cleaning according to workplace procedures
4. Conduct housekeeping activities	4.1 Carry out cleaning and maintenance procedures 4.2 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 4.3 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret key messages in standard operating procedures
Navigate the world of work	• Follow clear instructions within defined level of responsibility • Recognise organisational expectations and follows explicit protocols and procedures • Seek clarification when required
Get the work done	• Respond to routine problems using step by step instruction and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG2001 Operate the bottle supply process	FDFBP2001A Operate the bottle supply process	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG2001 Operate the bottle supply process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively prepared for, started up, operated and shut down all items of equipment involved in a bottle supply process on at least one occasion, including:

- confirming equipment is ready for operation, including checking that:
  - cleaning and sanitation processes are completed
  - stripping plates, rubber (pickup) cups and guides are clean and operational
  - any adjacent coding equipment is set up and operational
  - line controls (conveyors) are operational
  - line lube is operational and being correctly applied
  - electronic bottle inspector is set up and operational
  - all equipment is set for correct bottle height
  - water filters and ultraviolet (UV) sterilising system are operational
  - bottle feeds are filled with correct screws and stars and accurately aligned
- monitoring and adjusting process equipment to achieve required quality outcomes, ensuring:
  - gas and compressed air pressures are correctly adjusted
  - quality bottles are depalletised
  - rinser cycles run effectively
  - bottles are clean after rinsing
  - water filtration does not block due to excessive pressure
  - UV lamps do not fail or exceed prescribed usage limits
  - levels and faults of bottles ejected by the electronic bottle inspector
- taking corrective action in response to typical faults and inconsistencies
- liaising with other work areas involved in the bottling process
- completing workplace records as required

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- applying safe work practices and identifying health and safety in the workplace hazards and controls.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of bottle supply equipment
- key features of bottle supply equipment and components
- links to related processes
- stages and changes which occur during the process
- effect of process stages on end product
- quality characteristics and uses of end product
- effect of product and materials on process outcomes
- emergency and troubleshooting procedures
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- basic operating principles of process control systems where relevant
- services required
- significance and methods of monitoring control points
- common causes of variation and corrective action required
- technological advances that include automation and use of robots
- workplace health and safety hazards and controls
- routine maintenance requirements
- lock-out and tag-out procedures
- procedures and responsibility for reporting problems
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- recording requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - a bottling context
  - bottling resources and consumables
  - tools and equipment for adjusting and maintaining equipment
  - personal protective equipment
- specifications:
  - work procedures and operator manuals or instructions.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG2002 Operate the carton erection process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down a range of semi-automated carton packing equipment.

The unit applies to individuals who work under general supervision in bottling and packaging and are responsible for operating and monitoring a carton erection process and associated equipment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to operate carton erection equipment	1.1 Confirm work instructions and identify potential health and safety in the workplace hazards and controls with supervisor 1.2 Select, fit and use appropriate personal protective equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Ensure that product and dry goods are available and ready for use 1.4 Ensure that services are available and ready for operation 1.5 Prepare carton erection equipment and check to confirm readiness for use 1.6 Set equipment to meet carton erection requirements
2. Operate and monitor the carton erection process	2.1 Start-up carton erection equipment according to operating instructions 2.2 Monitor control points to confirm performance is maintained within equipment operation specification 2.3 Erect cartons according to specifications 2.4 Monitor carton erection equipment to confirm operating condition 2.5 Identify, rectify and report out-of-specification end product, process and equipment performance according to workplace procedures 2.6 Liaise with operators in other work areas to ensure ongoing packaging process runs efficiently and effectively
3. Shut down the carton erection process	3.1 Shut down carton erection equipment according to operating instructions 3.2 Prepare carton erection equipment for cleaning according to workplace procedures
4. Conduct housekeeping activities	4.1 Carry out cleaning procedures 4.2 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures according to workplace procedures 4.3 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret key messages in standard operating procedures
Navigate the world of work	• Follow clear instructions within defined level of responsibility • Recognise organisational expectations and follows explicit protocols and procedures • Seek clarification when required
Get the work done	• Respond to routine problems using step by step instruction and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG2002 Operate the carton erection process	FDFBP2002A Operate the carton erection process	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarity intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG2002 Operate the carton erection process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively prepared for, started up, operated, and shut down all items of equipment involved in the carton erection process on a minimum of one occasion, including:

- confirming equipment is ready for operation, including:
  - cleaning and sanitation processes are completed
  - carton magazines and guides are operational
  - insert magazines and guides are operational
  - any adjacent coding equipment is set up and operational
  - line controls (conveyors) are operational
  - line lube is operational and being correctly applied
  - all hot melt guns or jets are operational
  - equipment is set for correct carton dimensions
  - vacuum pump is operational
  - carton feeds are set up and accurately aligned for 6 or 12 pack cartons
- monitoring and adjusting process equipment to achieve required quality outcomes, ensuring:
  - compressed air pressure is at correct level
  - vacuum pressure is at correct level
  - hot melt units are maintained with correct wax level
  - carton supply is maintained
  - carton inserts are maintained
  - vacuum cups are picking up properly
  - hot glue strokes are correct length and producing a firm seal
- taking corrective action in response to typical faults and inconsistencies
- liaising with other work areas involved the packaging process

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- completing workplace records as required
- applying safe work practices and identifying health and safety in the workplace hazards and controls.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of the carton erection equipment
- key features of carton erection equipment and components
- links to related work areas in the packaging process
- effect of process stages on end product
- quality characteristics and uses of end product
- effect of product and materials on process outcomes
- emergency and troubleshooting procedures
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- basic operating principles of process control systems where relevant
- services required
- significance and methods of monitoring control points
- common causes of variation and corrective action required
- workplace health and safety hazards and controls
- routine maintenance requirements
- lock-out and tag-out procedures
- procedures and responsibility for reporting problems
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- recording requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - carton erection equipment
  - carton erection resources and consumables
  - tools and equipment for adjusting and maintaining equipment
  - personal protective equipment
- specifications:
  - work procedures and operator manuals or instructions.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG2003 Operate the carton packing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down a range of semi-automated carton packing equipment.

The unit applies to individuals who work under general supervision in bottling and packaging industry and are responsible for operating and monitoring a carton packing process and associated equipment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to operate carton packing equipment	1.1 Confirm work instructions, including identifying potential health and safety in the workplace hazards and controls with supervisor 1.2 Select, fit and use appropriate personal protective equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Ensure that product and dry goods are available and ready for use 1.4 Confirm that services are available and ready for operation 1.5 Prepare carton packing equipment and check to confirm readiness for use 1.6 Set equipment to meet carton packing requirements
2. Operate and monitor the carton packing process	2.1 Start up carton packing equipment according to operating instructions 2.2 Monitor control points to confirm performance is maintained within specification 2.3 Pack cartons according to specifications 2.4 Monitor carton packing equipment to confirm operating condition 2.5 Identify, rectify and report out-of-specification end product, process and equipment performance according to workplace procedures 2.6 Liaise with operators in other work areas to ensure ongoing packaging process runs efficiently and effectively
3. Shut down the carton erection process	3.1 Shut down carton packing equipment according to operating instructions 3.2 Prepare carton packing equipment for cleaning
4. Conduct housekeeping activities	4.1 Carry out cleaning procedures 4.2 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 4.3 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret key messages in standard operating procedures

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Skill	Description
Navigate the world of work	• Follow clear instructions within defined level of responsibility • Recognise organisational expectations and follows explicit protocols and procedures • Seek clarification when required
Get the work done	• Respond to routine problems using step by step instruction and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG2003 Operate the carton packing process	FDFBP2003A Operate the carton packing process	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG2003 Operate the carton packing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively prepared for, started up, operated and shut down all items of equipment in a carton packing process on a minimum of one occasion, including:

- confirming equipment is ready for operation, including:
  - multi-lane bottle diverters on infeed conveyors are operational
  - vacuum is operational
  - any adjacent coding equipment is set up and operational
  - line controls (conveyors) are operational
  - line lube is operational and being correctly applied
  - all hot melt guns or jets are operational
  - equipment is set for correct carton, cask and bottle dimensions
  - check weigher is operational
- monitoring and adjusting process equipment to achieve required quality outcomes, ensuring:
  - compressed air pressure is at correct level
  - vacuum pressure is at correct level
  - hot melt units are maintained with correct adhesive level
  - carton supply is maintained
  - carton inserts are maintained
  - vacuum cups are picking up properly
  - hot glue strokes are correct length and producing a firm seal
  - weigher is rejecting underweight (short supplied) cartons
- taking corrective action in response to typical faults and inconsistencies
- liaising with other work areas involved in the packaging process
- completing workplace records as required

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- applying safe work practices and identifying health and safety in the workplace hazards and controls.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of carton packing equipment
- key features of carton packing equipment and components
- links to related processes
- stages and changes which occur during the process
- effect of process stages on end product
- quality characteristics and uses of end product
- effect of product and materials on process outcomes
- emergency and troubleshooting procedures
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- basic operating principles of process control systems where relevant
- services required
- significance and methods of monitoring control points
- common causes of variation and corrective action required
- technological advances that include automation and use of robots
- health and safety in the workplace hazards and controls
- routine maintenance requirements
- lock-out and tag-out procedures
- procedures and responsibility for reporting problems
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- recording requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - carton packing equipment
  - carton packing resources and consumables
  - tools and equipment for adjusting and maintaining equipment
  - personal protective equipment
- specifications:
  - work procedures and operator manuals or instructions.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPBPG2004 Operate the palletising process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down a range of semi-automated and automated packaging equipment involved in the palletising process in a packing environment.

The unit applies to individuals who work under general supervision in bottling and packaging and are responsible for operating and monitoring a palletising process and associated equipment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to operate palletising equipment	1.1 Confirm work instructions, including identifying potential health and safety in the workplace hazards and controls with supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Select, fit and use appropriate personal protective equipment 1.3 Ensure that product and materials are available to meet palletising requirements 1.4 Ensure that services are available and ready for operation 1.5 Prepare palletising equipment and check to confirm readiness for use 1.6 Set up equipment to meet palletising requirements
2. Operate and monitor the palletising process	2.1 Start up palletising equipment according to operating instructions 2.2 Monitor control points to confirm performance is maintained within equipment operation and specification 2.3 Ensure product is palletised according to requirements 2.4 Monitor palletising equipment to confirm operating condition 2.5 Identify, rectify and report out-of-specification end product, process and equipment performance according to workplace procedures 2.6 Liaise with operators in other work areas to ensure ongoing packaging process runs efficiently and effectively
3. Shut down the palletising supply process	3.1 Shut down palletising equipment according to operating instructions 3.2 Prepare palletising equipment for cleaning according to workplace procedures
4. Conduct housekeeping activities	4.1 Carry out cleaning procedures 4.2 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 4.3 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret key messages in standard operating procedures
Navigate the world of work	• Follow clear instructions within defined level of responsibility • Recognise organisational expectations and follows explicit protocols and procedures • Seek clarification when required
Get the work done	• Respond to routine problems using step by step instruction and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG2004 Operate the palletising process	FDFBP2011A Operate the palletising process	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG2004 Operate the palletising process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively set up, operated and shut down the all items of equipment in the palletising process on a minimum of one occasion, including:

- confirming equipment is ready for operation, including:
  - cleaning and sanitation processes are completed
  - vacuum is operational
  - pallet pattern is set to specifications
  - slip sheets for export are available
  - plastic shrink wrapper is loaded and operational
  - pallet identification equipment is operational
  - sufficient and correct pallets are available
  - carton turning equipment is operational
  - pallet tacking hot glue is operational
  - infeed guides and gates are operational
- monitoring and adjusting process equipment to achieve required quality outcomes, ensuring:
  - compressed air pressure is at correct level
  - vacuum pressure is correct
  - cartons are going onto stripping plate according to set pattern
  - the ongoing quality and appearance of shrink wrapping
  - the ongoing quality and appearance of pallet identification
  - the ongoing quality and appearance of pallets and slip sheets
  - stacks are square on pallets
  - the ongoing quality and appearance of stacked pallets
- taking corrective action in response to typical faults and inconsistencies

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- liaising with other work areas involved the packaging process
- completing workplace records as required
- applying safe work practices and identifying health and safety in the workplace hazards and controls.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of palletising equipment
- key features of palletising equipment and components
- links to related processes
- effect of process stages on end product
- quality characteristics and uses of end product
- effect of product and materials on process outcomes
- emergency and troubleshooting procedures
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- basic operating principles of process control systems where relevant
- services required
- significance and methods of monitoring control points
- common causes of variation and corrective action required
- health and safety in the workplace hazards and controls
- routine maintenance requirements
- lock-out and tag-out procedures
- procedures and responsibility for reporting problems
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- recording requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - palletising equipment
  - palletising resources and consumables
  - tools and equipment for adjusting and maintaining equipment
  - personal protective equipment
- specifications:
  - work procedures and operating instructions or instructions.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG2005 Operate the electronic coding process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down the electronic coding process.

The unit applies to individuals who work under general supervision in bottling and packaging and are responsible for operating and monitoring the electronic coding process and associated equipment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to operate electronic coding equipment	1.1 Confirm work instructions including identifying potential health and safety in the workplace hazards and controls with supervisor 1.2 Select, fit and use appropriate personal protective equipment

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Ensure that product and materials are available to meet electronic coding requirements 1.4 Ensure that services are available and ready for operation 1.5 Prepare electronic coding equipment and check to confirm readiness for use 1.6 Set up equipment to meet coding requirements
2. Input, store and retrieve data	2.1 Access data according to workplace procedures 2.2 Enter data to meet coding requirements 2.3 File and retrieve data to meet coding requirements 2.4 Follow security procedures according to workplace procedures
3. Operate and monitor the electronic coding process	3.1 Start-up electronic coding equipment according to operating instructions 3.2 Monitor control points to confirm performance is maintained within equipment operation specification 3.3 Code product according to specification 3.4 Monitor electronic coding equipment to confirm operating condition 3.5 Identify, rectify and report out-of-specification end product, process and equipment performance according to workplace procedures 3.6 Liaise with operators in other work areas to ensure ongoing packaging process runs efficiently and effectively
4. Shut down the bottle supply process	4.1 Shut down electronic coding equipment according to operating instructions 4.2 Prepare electronic coding equipment for cleaning according to workplace procedures
5. Conduct housekeeping activities	5.1 Carry out cleaning and maintenance procedures 5.2 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 5.3 Record workplace information according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret key messages in standard operating procedures
Numeracy	• Identify and comprehend relevant mathematical information in operating instructions, specifications and electronic coding requirements
Navigate the world of work	• Follow clear instructions within defined level of responsibility • Recognise organisational expectations and follows explicit protocols and procedures • Seek clarification when required
Get the work done	• Respond to routine problems using step by step instruction and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG2005 Operate the electronic coding process	FDFBP2005A Operate the electronic coding process	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG2005 Operate the electronic coding process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively set up, operated and shut down the electronic coding process on a minimum of one occasion, including:

- confirming equipment is ready for operation, including:
  - cleaning and sanitation processes are completed
  - all inkjet heads have been purged and are operational
  - equipment is set up for correct date and specified application
  - all related touch screens and computers are operational
  - line controls and conveyors are operational
  - vacuum pumps are operational
  - labels and inks are to specification
  - printers have been tested and are operational
  - pressure sensitive applicators are operational
  - bottle feeds are filled with correct screws and stars and accurately aligned
- monitoring and adjusting process equipment to achieve required quality outcomes, ensuring:
  - compressed air pressure is at correct level
  - vacuum pressure is at correct level
  - quality and legibility of coding
  - all coding is correct as specified
  - application of bar code pressure sensitive labels is as specified
  - sensors are detecting missed labels
  - fill height and volume is correct
- liaising with other work areas involved the packaging process
- completing workplace records as required

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- applying safe work practices and identifying workplace health and safety hazards and controls

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of electronic coding equipment
- key features of electronic coding equipment and components which can include the mouse, keyboard, screen and control panel
- basic principles of data entry, storage and retrieval using information technology
- software functions, including codes, prompts and menus, as required, to perform coding tasks
- security and data management procedures
- links to related processes
- stages and changes which occur during the electronic coding process
- effect of process stages on end product
- quality characteristics and uses of end product
- effect of product and materials on process outcomes
- emergency and troubleshooting procedures
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- basic operating principles of process control systems where relevant
- services required
- significance and methods of monitoring control points
- common causes of variation and corrective action required
- workplace health and safety hazards and controls
- routine maintenance requirements
- lock-out and tag-out procedures
- procedures and responsibility for reporting problems
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- recording requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - electronic coding equipment
  - electronic coding resources and consumables

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  - tools and equipment for adjusting and maintaining equipment
  - personal protective equipment
- specifications:
  - work procedures and operating instructions or instructions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG2007 Operate manual bottling and packaging processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down a range of manual and basic bottling and packaging equipment and to perform associated manual tasks in a bottling and packaging environment.

The unit applies to individuals who work under general supervision in bottling and packaging and are responsible for operating and monitoring a manual bottling and packaging process and associated equipment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to operate manual or basic bottling and packaging	1.1 Confirm work instructions, including identifying potential health and safety in the workplace hazards and controls with supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
equipment	1.2 Select, fit and use appropriate personal protective equipment 1.3 Ensure that product and materials are available to meet production requirements 1.4 Prepare product and materials to meet production requirements 1.5 Ensure that services are available and ready for operation 1.6 Prepare equipment and check to confirm readiness for use 1.7 Set up equipment to meet production requirements
2. Operate and monitor manual or basic bottling and packaging processes	2.1 Start up equipment for manual bottling and packaging according to workplace procedures 2.2 Monitor control points to confirm performance is maintained within specification 2.3 Ensure that bottling and packaging output meets specification 2.4 Monitor equipment to confirm operating condition 2.5 Identify, rectify and report out-of-specification product, process and equipment performance according to workplace procedures
3. Shut down manual or basic bottling and packaging processes	3.1 Shut down manual bottling and packaging equipment according to workplace procedures 3.2 Prepare equipment for cleaning according to workplace procedures
4. Conduct housekeeping activities	4.1 Carry out cleaning and maintenance procedures 4.2 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 4.3 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret key messages in standard operating procedures

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Skill	Description
Navigate the world of work	• Follow clear instructions within defined level of responsibility • Recognise organisational expectations and follows explicit protocols and procedures • Seek clarification when required
Get the work done	• Respond to routine problems using step by step instruction and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG2007 Operate manual bottling and packaging processes	FDFBP2010A Operate manual bottling and packaging processes	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG2007 Operate manual bottling and packaging processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively set up, operate and shut down at all items of equipment in a manual or basic bottling and packaging process, to bottle and pack a minimum of 20 items, including:

- confirming equipment is ready for operation, including:
  - confirming hygiene and sanitation standards have been met
  - adjusting air pressure
  - checking conveyor speed
  - adjusting heights and widths to accommodate specific product and material specifications
  - completing a test run
  - confirming flow of line lube and water
  - realigning diverters and turners to ensure flow is as instructed
  - cartons meet specifications
  - bottles meet specification
- monitoring and adjusting equipment to achieve required quality outcomes, ensuring:
  - bottle cleanliness and draining effectiveness
  - dryness of bottles
  - glue length
  - strength of carton seals
  - shrinkage or fit of capsules
  - stacking and stacking patterns meet specifications
  - bottle counters are re-set at the start of each product
  - stencils applied are clear and legible
  - bottle contents levels meet specification
  - ongoing quality of materials used

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    - ongoing appearance of applications
- taking corrective action in response to typical faults and inconsistencies
- completing workplace records as required
- applying safe work practices and identifying health and safety in the workplace hazards and controls.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace information to identify bottling and packaging requirements for process specification, procedures and operating parameters
- stages and changes which occur during the equipment operation
- effect of equipment operation stages on end product and output
- quality characteristics and uses of end product and output
- materials preparation requirements and effect of variation on the equipment operation
- emergency and troubleshooting procedures, including failure of services
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- services required
- significance and method of monitoring control points within the equipment operation
- common causes of variation and corrective action required
- health and safety in the workplace hazards and controls, including manual handling
- lock-out and tag-out procedures
- procedures and responsibility for reporting problems
- shutdown sequence
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- routine maintenance requirements
- waste handling requirements and procedures
- recording requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
    - manual bottling and packaging equipment
    - manual bottling and packaging resources and consumables
    - tools and equipment for adjusting and maintaining equipment
    - personal protective equipment

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- specifications:
  - work procedures and operating instructions or instructions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG2008 Perform basic packaging tests and inspections

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to carry out the tests and inspections required to monitor product and process at various control points on an operating packaging line.

The unit applies to individuals who work under general supervision in bottling and packaging and are responsible for applying basic quality assurance principles to product.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify requirements for packaging testing	1.1 Confirm work instructions and identify potential health and safety in the workplace hazards and controls with supervisor 1.2 Select, fit and use appropriate personal protective equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify key packaging equipment and recognise its function and operating principles
2. Prepare for testing	2.1 Receive and register samples and prepare for testing 2.2 Ensure that services are available and ready for use 2.3 Select, prepare and check test equipment and materials are available and ready for use according to testing procedures 2.4 Identify and report defects in samples, materials and test equipment
3. Perform on-line packaging tests	3.1 Carry out test method as directed 3.2 Use equipment and materials as directed 3.3 Read and interpret results according to testing procedures 3.4 Identify out-of-standard results and take appropriate action according to workplace procedures 3.5 Liaise with operators in other work areas to ensure ongoing packaging process runs efficiently and effectively
4. Complete on-line packaging tests	4.1 Dispose of waste generated according to workplace procedures 4.2 Clean, store and maintain test equipment according to test equipment instructions 4.3 Carry out work in accordance with workplace environmental guidelines 4.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Seek clarification when required
Navigate the world of work	• Follow clear instructions within defined level of responsibility • Recognise worksite expectations and follows explicit protocols

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Skill	Description
	and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG2008 Perform basic packaging tests and inspections	FDFLAB2003A Perform basic packaging tests and inspections	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Recoded to Bottling and Packaging sector (BPG) Prerequisite removed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG2008 Perform basic packaging tests and inspections

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has performed basic packaging tests and inspections at a minimum of two different critical control points on an operating packaging line, including:

- confirming test equipment is ready for operation, including:
  - recognising and rejecting contaminated or faulty glassware and equipment
  - conducting safety checks
  - replacing consumables
  - setting instrument and calibration
- operating test equipment according to workplace procedures and manufacturer instructions
- carrying out routine tests
- reading and interpreting results
- recording results as required
- monitoring the process and test equipment to identify out-of-specification results or non-compliance
- taking corrective action in response to out-of-specification results, anomalies or non-compliance
- reporting and/or recording corrective action according to workplace procedures
- following procedures to repeat or validate results
- liaising with other work areas involved the packaging process
- applying safe work practices and identifying health and safety in the workplace hazards and controls.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common bottling and packaging techniques
- enterprise policy and procedure with regard to:
  - packaging line quality assurance testing
  - health and safety in the workplace
- purpose and principles of the test
- relevant standards and specifications, and basic legislative requirements (e.g. quality, health, safety, labelling and equipment) and their implications
- procedure specification and operating parameters
- effect of sampling and testing stages on results or outcomes
- start-up and set-up procedures required
- common causes and knock-on effects of inaccuracies and preventive or corrective action required
- normal range of results on products or packaging items tested
- emergency procedures for a range of operational problems
- procedures and responsibility for reporting problems
- health and safety in the workplace hazards and controls
- cleaning and sanitising requirements of equipment and work area
- sampling plan and procedures relevant to work task.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - tools and equipment for conducting tests
  - personal protective equipment
  - instructions, information, specifications and schedules
  - products and materials on which to conduct tests
- specifications:
  - work procedures, including advice on company practices, safe work practices, food safety, quality and environmental requirements

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPBPG3001 Operate the bottle filling process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down a range of semi-automated and automated bottling and packaging equipment involved in the bottle filling process in a bottling and packing environment.

This unit applies to individuals who take responsibility for applying basic operating principles for, and the operation and monitoring of, a bottle filling process and associated equipment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to operate bottle filling equipment	1.1 Interpret work instructions and identify potential health and safety in the workplace hazards and controls 1.2 Select, fit and use appropriate personal protective equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Ensure that product and materials are available to meet bottle requirements 1.4 Prepare product and materials to meet bottle requirements 1.5 Ensure that services are available and ready for operation 1.6 Prepare bottle filling equipment and check to confirm readiness for use according to operating instructions 1.7 Set equipment to meet bottle requirements
2. Operate and monitor the bottle filling process	2.1 Start up bottle filling equipment according to operating instructions 2.2 Monitor control points to confirm performance is maintained within specification 2.3 Fill bottles according to specification 2.4 Monitor bottle filling equipment to confirm operating condition 2.5 Identify, rectify and report out-of-specification end product, process and equipment performance 2.6 Liaise with operators in other work areas to ensure ongoing bottling process runs efficiently and effectively
3. Shut down the bottle filling process	3.1 Shut down bottle filling equipment according to operating instructions 3.2 Prepare bottle filling equipment for cleaning according to workplace procedures 3.3 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures according to workplace procedures 3.4 Conduct work according to workplace environmental guidelines 3.5 Record workplace information according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret instructions and specifications information to determine and apply requirements in the bottling process
Get the work done	• Respond to predictable routine problems, faults and out of specification issues and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG3001 Operate the bottle filling process	FDFBP3001A Operate the bottle filling process	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG3001 Operate the bottle filling process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively set up, operated and shut down an automated or semi-automated bottle filling system on a minimum of one occasion, including:

- confirming equipment is ready for operation, including:
  - cleaning and sanitation processes are completed
  - filling tubes meet specification
  - doser is set up and is operational
  - bottle feeds are filled with correct screws and stars and accurately aligned
  - height of filler is adjusted to suit bottle height
  - lines and equipment are flushed with product to be bottled
- monitoring and adjusting process equipment to achieve required quality outcomes, ensuring:
  - compressed air pressure is at correct level
  - vacuum pressure is at correct level
  - product temperature
  - fill height and volume
- taking corrective action in response to typical faults and inconsistencies
- liaising with other work areas involved the packaging process
- completing workplace records as required
- applying safe work practices and identifying health and safety in the workplace hazards and controls.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- purpose and principles of bottle filling equipment
- key features of bottle filling equipment and components
- links to related processes
- effect of process stages on end product
- quality characteristics and uses of end product
- effect of product and materials on process outcomes
- emergency and troubleshooting procedures
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- basic operating principles of process control systems where relevant
- significance and methods of monitoring control points
- common causes of variation and corrective action required
- technological advances that include automation and use of robots
- health and safety in the workplace hazards and controls
- routine maintenance requirements
- lock-out and tag-out procedures
- procedures and responsibility for reporting problems
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- recording requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - bottling equipment
  - resources, tools and consumables
  - personal protective clothing and equipment
  - products, consumables and materials for filling purposes
  - cleaning procedures, materials and equipment
  - documentation and recording requirements and procedures
- specifications:
  - specifications and schedules
  - equipment operating instructions, service records and corresponding information

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG3002 Operate the labelling process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down a range of semi-automated and automated product labelling equipment.

This unit applies to individuals who work under broad direction and exercise autonomy and judgement, and are responsible for applying basic principles to the operation and monitoring of a labelling process and associated equipment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to operate labelling equipment	1.1 Interpret work instructions and identify potential health and safety in the workplace hazards and controls 1.2 Select, fit and use appropriate personal protective equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Ensure that product and materials are available to meet labelling requirements 1.4 Prepare product and materials to meet labelling requirements 1.5 Ensure that services are available and ready for operation 1.6 Prepare product labelling equipment and check to confirm readiness for use according to operating instructions 1.7 Set equipment to meet labelling requirements
2. Operate and monitor the labelling process	2.1 Start up labelling equipment according to operating instructions 2.2 Monitor control points to confirm performance is maintained within specification 2.3 Products are labelled according to specification 2.4 Monitor labelling equipment to confirm operating condition 2.5 Identify, rectify and report out-of-specification end product, process and equipment performance 2.6 Liaise with operators in other work areas to ensure ongoing packaging process runs efficiently and effectively
3. Shut down the labelling process	3.1 Shut down labelling equipment according to operating instructions 3.2 Prepare labelling equipment for cleaning and maintenance according to workplace procedures
4. Conduct house-keeping activities	4.1 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures according to workplace procedures 4.2 Conduct work according to workplace environmental guidelines 4.3 Record workplace information according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Oral communication	• Report out of specification details clearly using language, tone and pace appropriate to audience
Get the work done	• Respond to predictable routine problems, faults and out of specification issues, and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG3002 Operate the labelling process	FDFBP3002A Operate the labelling process	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG3002 Operate the labelling process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively set up, operated and shut down an automated or semi-automated product labelling system on a minimum of one occasion, including:

- confirming equipment is ready for operation, including:
  - heating glue to correct temperature
  - checking glue meets specification according to label type
  - confirming dryness of container in readiness for labels
  - checking labels meet specification of product
  - inserting labels, correctly orientated in magazine
  - feeding label web through application mechanism
- monitoring and adjusting process equipment to achieve required quality outcomes, ensuring:
  - label adhesion
  - label orientation
  - label damage
  - label positioning
  - smooth versus bubbled labels
  - misprinted labels
  - any label or product coding applied as part of the process
- taking corrective action in response to typical faults and inconsistencies
- liaising with other work areas involved in the packaging process
- completing workplace records as required
- applying safe work practices and identifying health and safety in the workplace hazards and controls.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of labelling equipment
- key features of labelling equipment and components
- links to related processes
- effect of process stages on end product
- quality characteristics of end product
- product and materials preparation requirements and effect of variation on the process which may include effect on end results of:
  - glue temperature
  - glue type
  - wet containers
  - faulty label feed
  - incorrect or inaccurate labels
- emergency and troubleshooting procedures
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- basic operating principles of process control systems where relevant
- services required
- significance and method of monitoring control points within the process
- common causes of variation and corrective action required
- routine maintenance requirements
- health and safety in the workplace hazards and controls
- lock-out and tag-out procedures
- procedures and responsibility for reporting problems
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- waste handling requirements and procedures
- recording requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - a product labelling context
  - work procedures and instructions
  - personal protective equipment
  - products, consumables and materials

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- documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG3003 Operate the softpack filling process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down a range of semi-automated and automated bottling and packaging equipment involved in the softpack filling process.

This unit applies to individuals working under broad direction who exercise autonomy and judgement and are responsible for the operating and monitoring of a softpack filling process and associated bottling and packaging equipment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to operate softpack filling equipment	1.1 Interpret work instructions and identify potential health and safety in the workplace hazards and controls

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Select, fit and use appropriate personal protective equipment 1.3 Confirm that product and materials are available to meet filling requirements 1.4 Prepare product and materials to meet filling requirements 1.5 Confirm that services are available and ready for operation 1.6 Prepare softpack filling equipment and check to confirm readiness for use according to operating instructions 1.7 Set equipment to meet filling requirements
2. Operate and monitor the softpack filling process	2.1 Start up softpack filling equipment according to operating instructions 2.2 Monitor control points to confirm performance is maintained within specification 2.3 Fill softpacks according to specification 2.4 Monitor softpack filling equipment to confirm operating condition 2.5 Identify, rectify and report out-of-specification end product, process and equipment performance 2.6 Liaise with operators in other work areas to ensure ongoing filling process runs efficiently and effectively
3. Shut down the softpack filling process	3.1 Shut down softpack filling equipment according to operating instructions 3.2 Prepare softpack filling equipment for cleaning and maintenance according to workplace procedures
4. Complete house-keeping activities	4.1 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures according to workplace procedures 4.2 Conduct work according to workplace environmental guidelines 4.3 Record workplace information according to workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Report out-of-specification details appropriately
Get the work done	• Respond to predictable routine problems, faults and out-of-specification issues, and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG3003 Operate the softpack filling process	FDFBP3003A Operate the softpack filling process	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG3003 Operate the softpack filling process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively set up, operated and shut down an automated or semi-automated softpack filling system on a minimum of one occasion, including:

- confirming equipment is ready for operation, including:
  - checking head alignment and operation
  - testing bag weights and volumes
  - completing a test run
  - flushing lines and equipment with product to be packaged
  - making minor adjustments as required
  - confirming cleaning and sanitation processes are completed
  - checking evacuation of air from softpack via vacuum
  - ensuring inert gas release at end of filling cycle
- monitoring and adjusting process equipment to achieve required quality outcomes, ensuring:
  - continuity of supply of softpacks to filler
  - correct bag weight and volumes
  - bag quality and integrity (leaks)
  - inert gas is released
  - vacuum prior to fill
- taking corrective action in response to typical faults and inconsistencies
- liaising with other work areas involved in the packaging process
- completing workplace records as required
- applying safe work practices and identifying health and safety in the workplace hazards and controls.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of softpack filling equipment
- key features of softpack filling equipment and components
- links to related processes
- effect of process changes on end product
- quality characteristics of end product
- product and materials preparation requirements and effect of variation on process
- emergency and troubleshooting procedures
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- basic operating principles of process control systems where relevant
- services required
- significance and method of monitoring control points within the process
- common causes of variation and corrective action required
- health and safety in the workplace hazards and controls
- lock-out and tag-out procedures
- routine maintenance requirements
- procedures and responsibility for reporting problems
- environmental issues and controls
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- waste handling requirements and procedures
- recording requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - a softpack filling context
  - products, materials and consumables
  - personal protective equipment
  - equipment, services and corresponding information as required
- specifications:
  - work procedures, including advice on company practices, safe work practices, food safety, quality and environmental requirements
  - instructions, information, specifications and schedules to match the softpack filling task.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG3004 Operate the bottle sealing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down a range of semi-automated bottling and packaging equipment involved in the bottle sealing process in a bottling and packing environment.

The unit applies to individuals who are responsible for operating and monitoring a bottle sealing process and associated equipment. They work under broad direction and exercise autonomy and judgement where required.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to operate bottle sealing equipment	1.1 Interpret work instructions, including identifying potential health and safety in the workplace hazards and controls

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Select, fit and use appropriate personal protective equipment 1.3 Ensure that product and dry goods are available to meet bottle sealing requirements 1.4 Ensure that services are available and ready for operation 1.5 Prepare bottle sealing equipment and check to confirm readiness for use 1.6 Set-up equipment to meet bottle sealing requirements
2. Operate and monitor the bottle sealing process	2.1 Start up bottle sealing equipment according to operating instructions 2.2 Monitor control points to confirm performance is maintained within equipment operation specification 2.3 Seal bottles according to requirements 2.4 Monitor bottle sealing equipment to confirm operating condition 2.5 Identify, rectify and report out-of-specification end product, process and equipment performance according to workplace procedures 2.6 Liaise with operators in other work areas to ensure ongoing bottling process runs efficiently and effectively
3. Shut down the bottle supply process	3.1 Shut down bottle sealing equipment according to operating instructions 3.2 Prepare bottle sealing equipment for cleaning according to workplace procedures
4. Conduct housekeeping activities	4.1 Carry out cleaning procedures 4.2 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 4.3 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret messages in standard operating procedures
Navigate the world of work	• Recognise organisational expectations and follows explicit protocols and procedures • Seek clarification when required
Get the work done	• Problem solve issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG3004 Operate the bottle sealing process	FDFBP2004A Operate the bottle sealing process	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Unit code updated to AQF3 to reflect complexity of competency	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG3004 Operate the bottle sealing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively set up, operated and shut down all items of equipment on a bottle sealing process on a minimum of one occasion, including:

- confirming equipment is ready for operation, ensuring:
  - cleaning and sanitation processes are completed
  - magazine, hoppers, chutes and guides are operational
  - any adjacent coding equipment is set up and operational
  - line controls (conveyors) are operational
  - line lube is operational and being correctly applied
  - torque testers are correctly calibrated
  - equipment is set for correct bottle height
  - vacuum pump is operational
  - vacuum block and corker jaws are correctly lubricated
  - bottle feeds are filled with correct screws and stars and accurately aligned
- monitoring and adjusting process equipment to achieve required quality outcomes, ensuring:
  - compressed air pressure is at correct level
  - torque on Roll On Tamper Evident (ROTE) seals
  - cork depths as established by the workplace
  - effective seal on crown seals
  - correct vacuum is being applied to head space in bottle
  - wire muselet is consistently applied
  - appearance of sealing application to approved quality
  - quality materials are used in the sealing process
- taking corrective action in response to typical faults and inconsistencies

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- liaising with other work areas involved the packaging process
- completing workplace records as required
- applying safe work practices and identifying health and safety in the workplace hazards and controls.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of bottle sealing equipment
- key features of bottle sealing equipment and components
- links to related processes
- stages and changes which occur during the process
- effect of process stages on end product
- quality characteristics and uses of end product
- effect of product and materials on process outcomes
- emergency and troubleshooting procedures
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- basic operating principles of process control systems where relevant
- services required
- significance and methods of monitoring control points
- common causes of variation and corrective action required
- technological advances that include automation
- health and safety in the workplace hazards and controls
- routine maintenance requirements
- lock-out and tag-out procedures
- procedures and responsibility for reporting problems
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- recording requirements and procedures
- equipment operation and out-of-specification actions for:
  - compressed air pressure
  - torque on ROTE seals, Roll On Pilfer Proof, Lux
  - inappropriate cork depths
  - ineffective seal on crown seals
  - incorrect vacuum applied to head space in bottle
  - inconsistent application of wire muselet
  - poor appearance of sealing application
  - poor quality of dry goods used in the sealing process.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real bottling and packaging workplace
- resources, equipment and materials:
  - bottle sealing equipment
  - bottle sealing resources and consumables
  - tools and equipment for adjusting and, maintaining equipment
  - personal protective equipment
- specifications:
  - work procedures and operator's manuals or instructions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG3005 Operate the tirage and transfer process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down a range of semi-automated and automated equipment involved in the tirage and transfer process.

The unit applies to individuals who are responsible for operating and monitoring a tirage and transfer process and associated bottling and packaging equipment in the wine industry. They work under broad direction and exercise autonomy and judgement where required.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to operate tirage and transfer equipment	1.1 Interpret work instructions, including identifying potential health and safety in the workplace hazards and controls

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Select, fit and use appropriate personal protective equipment 1.3 Ensure that product and materials are available and ready for use to meet tirage and transfer process requirements 1.4 Prepare product and materials to meet the tirage and transfer requirements 1.5 Ensure that services are available and ready for operation 1.6 Prepare tirage and transfer equipment and check to confirm readiness for use 1.7 Set up equipment to meet tirage and transfer requirements
2. Operate and monitor the tirage and transfer process	2.1 Start-up tirage and transfer equipment according to operating instructions 2.2 Monitor control points to confirm performance and maintain within equipment operation specification 2.3 Ensure tirage and transfer output meets specification 2.4 Monitor tirage and transfer equipment to confirm operating condition 2.5 Identify, rectify and report out-of-specification end product, process and equipment performance according to workplace procedures
3. Shut down the tirage and transfer process	3.1 Shut down tirage and transfer equipment according to operating instructions 3.2 Prepare tirage and transfer equipment for cleaning according to workplace procedures
4. Conduct housekeeping activities	4.1 Carry out cleaning procedures 4.2 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 4.3 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret textual information in process documentation
Navigate the world of work	• Recognise organisational expectations and follow protocols and procedures • Recognise own work performance and seek assistance where required
Get the work done	• Problem solve issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG3005 Operate the tirage and transfer process	FDFBP2007A Operate the tirage and transfer process	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity Unit code updated to AQF3 to reflect complexity of competency	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG3005 Operate the tirage and transfer process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively prepared, operated and shut down all items of equipment in the tirage and transfer process on a minimum of one occasion including:

- confirming equipment used for the tirage and transfer process is ready for operation ensuring:
  - cleaning and sanitation processes are completed
  - filling tubes meet specification
  - bottle feeds are filled with correct screws and stars and accurately aligned
  - crown seal hopper, chutes and guides are operational
  - crown sealer is operational
  - vacuum is operational
  - rinser is operational
  - inert gas is operational
  - disgorger bottle piercing tips are straight and correctly aligned to receive bottles
  - de-crowner is operational
  - line controls and conveyors are operational
  - automatic binning and de-binning is set up for operation
  - filler, crown sealer, rinser, disgorger and de-crowner are adjusted to suit bottle height
  - lines and equipment are flushed with product to be bottled
- operating, monitoring and adjusting process equipment to achieve required quality outcomes ensuring:
  - gas and compressed air pressures are at correct level
  - vacuum is operational
  - product or wine base temperature is set correctly
  - fill height and volume is set correctly

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  - ongoing appearance and quality of wine filled to tirage
  - effectiveness of crown seals in sealing wine in bottle
  - disgorger bottle piercing tips are not bent or incorrectly aligned
  - ongoing disgorging is draining wine efficiently
  - de-crowner is removing all crown seals
  - bottles are rinsed efficiently and are suitable for filling
  - vacuum and gas are being applied
  - bins being filled to tirage are clearly marked as specified
  - all identifying markings are removed from bins once wine is transferred
  - smooth flow of automatic binning and de-binning
- monitoring supply and flow of product and materials to and from the process
- taking corrective action in response to typical faults and inconsistencies, out-of-specification results or non-compliance
- safely shutting down equipment in response to routine shut down requirements
- cleaning and sanitising equipment according to workplace procedures
- sorting, treating, recycling or disposing of wastes according to workplace procedures
- completing workplace records as required
- applying safe work practices, identifying hazards and controlling risks.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of tirage and transfer equipment
- key features of tirage and transfer equipment and components
- health and safety in the workplace hazards and controls for the use of triage and transfer equipment
- personal protective equipment required for operating the tirage and transfer process
- workplace environmental procedures and controls
- set up, operation and shut down of equipment involved in the tirage and transfer process, including:
  - equipment and instrumentation components, purpose and operation
  - significance and methods of monitoring control points
  - common causes of variation and corrective action required
  - routine maintenance requirements
  - procedures and responsibility for reporting problems
  - routine shutdown sequence
- necessary services for process including power, compressed air, water, inert gas, steam and vacuum
- process specification, procedures and operating parameters
- basic operating principles of process control systems where relevant
- technological advances that include automation

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- shutdown and maintenance procedures including:
  - routine maintenance procedures
  - shutdown and cleaning requirements associated with changeovers and types of shutdown
  - shut down of equipment in response to an emergency situation
  - preparing and dismantling equipment for cleaning
  - collection, treatment and handling requirement for waste generated by processes and cleaning operation
  - cleaning and sanitising equipment according to workplace procedures
- workplace procedures for recording information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real bottling and packaging workplace
- resources, equipment and materials:
  - wine operations tirage and transfer equipment
  - tirage and transfer resources and consumables
  - tools and equipment for adjusting and maintaining equipment
  - personal protective equipment
- specifications:
  - workplace procedures and operating instructions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG3006 Operate traditional sparkling wine processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down a range of manual, semi-automated and automated equipment involved in the traditional sparkling wine processes of shaking, neck freezing, de-crowning, dosing and topping up.

The unit applies to individuals who are responsible for operating and monitoring traditional sparkling wine processes and associated equipment in the bottling and packaging industry. They work under broad direction and exercise autonomy and judgement where required.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to operate traditional sparkling	1.1 Interpret work instructions, including identifying potential health and safety in the workplace hazards and controls

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
wine equipment	1.2 Select, fit and use appropriate personal protective equipment 1.3 Ensure that product and materials are available and ready for use to meet traditional sparkling wine process requirements 1.4 Prepare product and materials to meet traditional sparkling wine process requirements 1.5 Ensure that services are available and ready for operation 1.6 Prepare traditional sparkling wine equipment and check to confirm readiness for use 1.7 Set up equipment to meet traditional sparkling wine requirements
2. Operate and monitor traditional sparkling wine processes	2.1 Start-up traditional sparkling wine equipment according to operating instructions 2.2 Monitor control points to confirm performance is maintained within equipment operation specification 2.3 Ensure that traditional sparkling wine output meets specification 2.4 Monitor traditional sparkling wine equipment to confirm operating condition 2.5 Identify, rectify and report out-of-specification end product, process and equipment performance according to workplace procedures
3. Shut down traditional sparkling wine processes	3.1 Shut down traditional sparkling wine equipment according to operating instructions 3.2 Prepare traditional sparkling wine equipment for cleaning according to workplace procedures
4. Conduct housekeeping activities	4.1 Carry out cleaning procedures 4.2 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 4.3 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret textual information in process documentation
Navigate the world of work	• Recognise organisational expectations and follow explicit protocols and procedures • Recognise own work performance and seek assistance where required
Get the work done	• Problem solve issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG3006 Operate traditional sparkling wine processes	FDFBP2006A Operate traditional sparkling wine processes	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity Unit code updated to AQF3 to reflect complexity of competency	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG3006 Operate traditional sparkling wine processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively prepared, operated and shut down all items of equipment in the traditional sparkling wine processes of shaking, neck freezing, de-crowning, dosing and topping up on a minimum of one occasion including:

- confirming equipment used for traditional sparkling wine processes is ready for operation ensuring:
  - cleaning and sanitation processes are completed
  - automatic shaker is programmed and operational or manual shaking tables are set up
  - bottles are correctly binned and lids secured for shaking
  - manual or automatic de-binning is set up for operation
  - neck freezer is set up and operational
  - bottle feeds are filled with correct screws and stars and accurately aligned
  - manual or automatic de-crowner is operational
  - manual or automatic dosing equipment is set up and operational
  - manual or automatic topping-up equipment is set up and operational
  - vacuum is operational
  - refrigerant is operational
  - line controls and conveyors are operational
  - all equipment is adjusted to suit bottle height
- operating, monitoring and adjusting process equipment to achieve required quality outcomes ensuring:
  - gas and compressed air pressures are at correct level
  - wine to be shaken is binned and secured correctly
  - automatic bin shaker is operating to program
  - smooth flow of automatic or manual de-binning
  - all identifying markings are removed from bins once wine is transferred

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  - continued supply of refrigerants
  - temperature of neck freezer is at correct level
  - smooth flow of bottles through neck freezer
  - de-crowner is removing all crown seals
  - temperature of top-up wine and liqueur is at correct level
  - lees plug is disgorging correctly
  - liqueur doser is delivering correct amount
  - top-up procedure meets wine level or volume requirements
- monitoring supply and flow of product and materials to and from the process
- taking corrective action in response to typical faults and inconsistencies, out-of-specification results or non-compliance
- safely shutting down equipment in response to routine shut down requirements
- cleaning and sanitising equipment according to workplace procedures
- sorting, treating, recycling or disposing of wastes according to workplace procedures
- completing workplace records as required
- applying safe work practices, identifying hazards and controlling risks.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- industry methods used in the traditional sparkling wine process
- quality characteristics and specifications of sparkling wine products
- health and safety in the workplace hazards and controls, particularly in relation to handling refrigerants and wine stored under pressure
- workplace environmental procedures and controls
- personal protective equipment required for sparkling wine processes
- purpose of equipment used in the traditional sparkling wine process
- necessary services for the traditional sparkling wine process including power, compressed air, water, inert gas, refrigerants, steam and vacuum services
- monitoring of the process including:
  - stages and changes which occur during the process
  - effect of process stages on end product
  - significance and methods of monitoring control points
  - common causes of variation and corrective action required
  - procedures and responsibility for reporting problems
- process specification, procedures and operating parameters
- basic operating principles of process control systems where relevant
- technological advances that include automation
- shutdown and maintenance procedures including:
  - routine maintenance procedures
  - shutdown and cleaning requirements associated with changeovers

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- shutdown of equipment in response to an emergency situation
- preparing and dismantling equipment for cleaning
- collection, treatment and handling requirement for waste generated by processes and cleaning operation
- cleaning and sanitising equipment according to workplace procedures
- workplace procedures for recording information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - wine operations traditional sparkling wine equipment
  - traditional sparkling wine resources and consumables
  - tools and equipment for adjusting and maintaining equipment
  - personal protective equipment
- specifications:
  - work procedures and operating instructions or instructions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPBPG3007 Perform packaging equipment changeover

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare, set up and test a multi-stage continuous packaging line.

The unit applies to individuals who are responsible for the continuous operation of a multi-stage continuous packaging line in the packaging industry.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to set multi-stage continuous packaging line	1.1 Interpret work instructions and identify potential health and safety in the workplace hazards and controls 1.2 Select, fit and use appropriate personal protective equipment 1.3 Ensure that components are available and meet requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Select and use appropriate hand tools 1.5 Ensure equipment is safe to set according to operating instructions
2. Assemble, set and adjust multi-stage continuous packaging line	2.1 Assemble equipment in correct sequence according to operating instructions 2.2 Replace equipment components and set to meet production specifications 2.3 Change services as required 2.4 Test packaging line to meet specifications and operational requirements 2.5 Adjust packaging line settings to meet specifications and according to operating instructions 2.6 Liaise with operators in other work areas to ensure ongoing packaging process runs efficiently and effectively
3. Complete packaging line changeover	3.1 Monitor and clear waste generated by the process according to workplace procedures 3.2 Store unused components according to workplace procedures 3.3 Conduct work to meet workplace environmental guidelines 3.4 Instruct operators according to workplace procedure 3.5 Record workplace information according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Clearly explain packaging equipment instructions to operators using language, tone and pace appropriate to the operators
Interact with others	• Recognise common cultural and other differences of people in the work context and makes adjustments when communicating instructions

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG3007 Perform packaging equipment changeover	FDFBP2008A Perform packaging equipment changeover	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Recoded to reflect complexity of competency	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPBPG3007 Perform packaging equipment changeover

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively prepared, set up and tested a multi-stage continuous packaging line on a minimum of one occasion, including:

- changing equipment or process components in response to product change and specification, including:
  - label size, positioning, shape and type
  - bottle size and shape
  - carton size, type and format
  - capsule size and type
  - product type and style
  - closure type or size
  - type of inert gas used to flush bags or bottles of cover product
  - bottle rinsing method (water, alcohol or gas)
  - flushing lines
  - checking pressures, flow rates or quantities used per item
  - operating control program
- testing the process and equipment operation to ensure correct:
  - label height, orientation and adhesion
  - conveyor noise and product spacing
  - carton erection, orientation and seal
  - production capacity (such as bottles per hour)
  - fill pressure
- monitoring and adjusting process equipment to achieve required quality outcomes, adjusting:
  - stars, scrolls and bows
  - mandrels

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    - filling head heights
    - label applicators
    - sighting guides
    - operational speeds
- taking corrective action in response to typical faults and inconsistencies
- liaising with other work areas involved the packaging process
- completing workplace records as required
- applying safe work practices and identifying health and safety in the workplace hazards and controls.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- quick changeover equipment principles, purpose and operation, including an understanding of process control systems
- equipment purpose and operation, including an understanding of process control systems, where used
- process specification, procedures and operating parameters across the system
- equipment components purpose and operation
- component changes and adjustments required
- test run procedures
- control points and monitoring methods
- services required
- isolation procedures
- material specification and preparation requirements
- health and safety in the workplace hazards and controls
- environmental issues and control
- routine maintenance procedures where relevant
- operating procedures for relevant work task.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
    - a bottling context
    - products, materials and consumables
    - personal protective clothing and equipment
    - equipment and services

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- specifications:
  - instructions, information, specifications and schedules
  - documentation and recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCDS2001 Conduct a standard product tasting

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to plan, prepare and conduct standard product samples and tastings for wine and/or spirits.

The unit applies to individuals who work in cellar door operations and conduct routine, 'on request' tastings from individual customers and small groups.

When applied in the workplace, compliance with state and territory legislative requirements relating to the Responsible Service of Alcohol will be required.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

Pre-requisite Unit

Nil

Unit Sector

Cellar Door (CDS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Store and handle products	1.1 Cellar tasting products and rotate stock according to product style and workplace procedures 1.2 Manage sediments and characters associated with ageing according to individual product requirements and workplace

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	procedures 1.3 Access information to ensure product usage dates are current
2. Set up product tasting area	2.1 Prepare products for tasting using appropriate techniques for product style or characteristics 2.2 Prepare tasting equipment suitable to product and tasting requirements and set up ready for use by customers 2.3 Prepare adequate supplies of suitable support materials and place ready for use 2.4 Confirm tasting preparation meets with health and safety in the workplace procedures
3. Conduct product tastings	3.1 Establish customer preferences using effective communication techniques and support materials 3.2 Encourage customers to sample preferred product range in the most beneficial order to experience product characteristics effectively 3.3 Give customers time and privacy to sample each product and make a decision 3.4 Encourage customers to ask questions and pass opinions on products 3.5 Answer customer queries accurately and comprehensively, or refer to another information resource 3.6 Adjust tasting order and product range to suit customer requirements
4. Serve tasting samples	4.1 Open product using techniques and procedures suitable to product characteristics 4.2 Identify product faults and rectify and report according to workplace procedures 4.3 Pour product and present to the customer for tasting in compliance with legal regulations 4.4 Collect and dispose of waste according to workplace environmental guidelines 4.5 Maintain optimum condition of open product and store sealed product according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Oral Communication	• Convey technical and specialised information using language appropriate to customer • Use questioning skills to gather information about customer preferences • Use active listening skills to respond to questions or feedback from customers
Numeracy	• Calculate numerical information relating to measurements, quantities, volumes and monetary value
Navigate the world of work	• Understand and apply legislative responsibilities and workplace procedures relevant to own role
Interact with others	• Use accepted practices and protocols for communicating with people external to the organisation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCDS2001 Conduct a standard product tasting	FDFCD2006A Conduct a standard product tasting	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCDS2001 Conduct a standard product tasting

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has demonstrated the following for an individual customer at least once, and for a group at least once:

- accessing workplace information to identify standard product tasting and preparation requirements
- cellaring and rotating tasting stock to maintain product quality and suitability for tastings
- preparing tasting area, equipment and supplies in a manner suitable for the range of products being tasted and the number of customers in the tasting
- ensuring products are correctly opened, checked and served to customers
- communicating effectively with customers, including finding preferences, answering questions, and adjusting tasting order or range to facilitate customer enjoyment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of standard product tasting
- available information resources:
  - product and price lists
  - background documentation
  - other personnel with special expertise
- overview of product range and quality characteristics
- common product faults, features, causes and corrective action necessary
- product sensory evaluation techniques (standard)
- optimum cellaring conditions for a range of products, such as wines of varying maturity, fortified and liqueur wines, and spirits

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- preparation requirements and procedures for glasses, spittoons, chilling equipment and support materials
- operating procedures for equipment and services used in product tasting
- product handling procedures and techniques:
  - opening
  - decanting
  - pouring
  - displaying the label
- procedures to maintain product quality between tastings
- product knowledge:
  - product style and taste characteristics
  - optimum serving requirements
  - preparation requirements
  - stock availability
  - label interpretation
- workplace policies and procedures and responsibilities related to product tastings:
  - customer service
  - customer complaints
  - responsible service of alcohol
  - safe food handling
  - product storage
  - product tastings
  - personal presentation
  - stock rotation
  - reporting problems
  - housekeeping
- health and safety in the workplace hazards and controls associated with product tastings.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - range of workplace products for tasting
  - materials and equipment needed to conduct tastings
  - product information or technology for accessing information
- specifications:
  - workplace procedures relating to product tastings
- relationships (internal and/or external):

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- external customers for tasting opportunities.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCDS2002 Provide and present wine tourism information

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to provide and present relevant and accurate tourist information to winery visitors on wine products, wine growing, local history, and workplace facilities.

The unit applies to individuals who work in cellar door operations of wineries or distilleries. Individuals generally work under supervision but have some autonomy and accountability for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Door (CDS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide general overview of the Australian wine industry	1.1 Provide a brief history of Australian viticulture and wine production to visitors on request 1.2 Identify the main wine grape growing regions of Australia and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	explain distinguishing features in response to visitor enquiries 1.3 Describe the position of Australian wines in relation to world markets 1.4 Explain the risk from visitors bringing phylloxera into quarantine areas and describe procedures for controlling and minimising this risk 1.5 Identify and comply with workplace requirements for visitor access, health and safety in the workplace and the provision of information
2. Provide general regional information	2.1 Identify and describe grape varieties commonly grown in the region 2.2 Explain the location of tourist information centre and other local tourist attractions to visitors and provide information about special events 2.3 Provide a brief outline of local history to visitors 2.4 Maintain current details about local facilities and provide to visitors on request 2.5 Provide contact names and locations of local wineries to visitors on request 2.6 Access and provide current local tourist information brochures and online information
3. Provide general information about the organisation and its products	3.1 Provide a brief history of the organisation to visitors 3.2 Explain the role of the cellar door operations within the workplace 3.3 Identify the countries to which workplace products are exported and provide information about exported products to visitors 3.4 Explain the Australian wine awards system to visitors and application to the workplace product range 3.5 Explain key wine industry bodies, events and their functions to visitors

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Gather and interpret tourism information from various sources
Oral Communication	• Use clear language to convey industry-specific information appropriate to visitor • Use active listening skills to respond to questions from visitors and to provide information that meets visitor needs
Navigate the world of work	• Understand biosecurity and health and safety in the workplace requirements relevant to own role
Interact with others	• Use accepted practices and protocols for communicating with people external to the organisation
Get the work done	• Use the main features and functions of digital tools to identify and convey tourism information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCDS2002 Provide and present wine tourism information	FDFCD2002A Promote wine tourism information	Updated to meet Standards for Training Packages Changed unit title and minor changes to Elements and Performance Criteria for clarity Prerequisites removed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCDS2002 Provide and present wine tourism information

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has provided wine tourism information for at least two separate visitor enquiries and has demonstrated the following:

- accessed information about the history and product range of the organisation, regional and Australian wines
- accessed workplace information to identify wine industry tourism promotion requirements
- provided tourism information appropriate to the needs of visitors to the cellar door
- explained phylloxera threats and prevention measures to visitors
- maintained cellar door information resources and display areas
- used digital tools to access and present wine industry information
- presented clear and accurate wine tourism information covering:
  - wine varieties and production in the local region
  - main wine grape growing regions in Australia
  - links to history, tourism information and other wineries
  - workplace wine products and exports
  - wine industry bodies and awards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- brief history of Australian wine production:
  - first planting of vines in Australia, including where and when
  - key successes and challenges in wine industry development
  - structure of the industry
  - trends in styles produced

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- location and key distinguishing features of Australia's main wine grape growing regions:
  - climate and soil
  - grape varieties and wine styles
  - specific viticultural and vinification techniques
  - key brands
- key features of local wine grape growing region:
  - climate
  - soil
  - grape varieties
  - wine styles
  - specific viticultural and vinification techniques
  - key brands
- position of Australian wine in the world market:
  - quantity and value of Australian exports
  - major importers of Australian wine
  - key brands exported
  - label interpretation and Australian wine label integrity program
- the threat of phylloxera to the Australian wine industry:
  - quarantine areas
  - effect of phylloxera on vine and wine
  - steps winery and vineyard visitors can take to minimise risk of transferring infection
- regional and local information:
  - overview of history
  - local events
  - local attractions, facilities and essential services
- key Australian wine industry bodies and their purpose
- organisation information:
  - history
  - parent company or owners
  - size and production capacity
  - key brands
  - product and service range
- workplace policy and procedures with regard to:
  - visitor service and interaction
  - providing information and advice
  - health and safety in the workplace hazards and controls
  - procedures and responsibility for reporting problems
- effective presentation skills and techniques.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - promotional information, materials, displays and/or equipment
  - technology for accessing and presenting information
  - aids and resources for effective presentations
- specifications:
  - work instructions and workplace procedures relating to promoting wine tourism information and dealing with visitors
- relationships (internal and/or external):
  - cellar door visitors for promotion activities.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCDS2003 Sell cellar door products and services

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to sell wine and other products and services. It involves developing product knowledge, engaging with customers and using sales techniques to maximise sale opportunities.

The unit applies to individuals who work under general supervision to provide specialised industry knowledge to sell products and services to cellar door visitors.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

When applied in the workplace, compliance with state and territory legislative requirements relating to the Responsible Service of Alcohol will be required.

Pre-requisite Unit

Nil

Unit Sector

Cellar Door (CDS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop product and service knowledge	1.1 Develop and retain knowledge of the use, purpose and application of cellar door products and services by accessing relevant sources of information 1.2 Research and apply comparisons between available products and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	services, including brand options, features and price 1.3 Develop knowledge of competitors' product and service ranges and pricing structure 1.4 Consult experienced sales staff or research product information to increase workplace product and service knowledge 1.5 Identify workplace safety and consumer regulatory requirements relevant to the sale of cellar door products and services
2. Approach customer	2.1 Determine timing of customer approach according to cellar door sales procedure and customer behaviour 2.2 Identify and apply effective sales approach using knowledge of customer buying behaviour 2.3 Convey a positive impression to encourage customer interest
3. Gather customer information	3.1 Apply questioning techniques to determine customer motives for purchase 3.2 Use listening skills to determine customer requirements 3.3 Interpret and respond to non-verbal communication cues 3.4 Guide customers to product ranges that match customer buying motives and requirements 3.5 Address customers according to workplace protocol and by name if known
4. Sell benefits to customer	4.1 Match customer needs to appropriate products and services 4.2 Communicate knowledge of product or service features and benefits clearly to customers 4.3 Describe specific requirements relating to products or services to customers 4.4 Answer routine customer questions about products accurately and honestly 4.5 Refer customers to more experienced, senior sales staff or to appropriate product specialists according to workplace procedures
5. Overcome customer objections	5.1 Identify and acknowledge customer objections to purchasing 5.2 Categorise objections into price, time and product or service characteristics 5.3 Offer solutions or alternatives to customer objections

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Apply problem solving to overcome customer objections and consult with senior staff as required
6. Close sale	6.1 Identify and monitor customer buying signals and respond appropriately 6.2 Encourage customers to make purchase decisions in compliance with regulatory requirements 6.3 Select and apply method to close sale according to cellar door sales procedures
7. Maximise sales opportunities	7.1 Recognise and apply opportunities to ‘up sell’ or make additional sales 7.2 Advise customers of complementary products or services according to identified customer needs 7.3 Review personal sales outcomes and implement strategies to maximise future sales

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret product information from a variety of sources including labelling and advertising information
Writing	• Record workplace information using industry-based vocabulary and required format
Oral Communication	• Convey information using language appropriate to customer • Use questioning skills to gather information from customer
Numeracy	• Calculate numerical information relating to measurements, quantities, volume and costs
Navigate the world of work	• Understand and apply legislative responsibilities relevant to own role • Evaluate own work performance to identify opportunities to improve sales techniques

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Skill	Description
Interact with others	• Use accepted practices and protocols for communicating with people external to the organisation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCDS2003 Sell cellar door products and services	FDFCD2005A Sell cellar door products and services	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCDS2003 Sell cellar door products and services

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has sold cellar door products and services and has demonstrated the following when selling at least two separate product types:

- developed and maintained workplace product and service knowledge, including knowledge of competitor products and services for comparison
- sought information from product or service resources and assistance from colleagues and/or product specialists
- determined customer needs and buying motives using effective communication:
  - questioning techniques
  - active listening skills
  - observing customer behaviour
- matched customer requirements to appropriate product or service
- conveyed product and service knowledge to customers
- provided solutions or alternatives to customer objections about potential purchases
- applied appropriate and effective sales approaches according to workplace procedures, customer behaviour or buying signals
- closed sales and maximised sales opportunities.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- features of a range of products and services available from the sales outlet or workplace
- features of workplace customer service
- information sources for product information including:
  - product lists
  - expertise of colleagues

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    - promotional materials
- features and characteristics of customer types and motivations for purchasing cellar door products and services
- sales techniques including:
    - use of effective communication
    - methods of sales approaches
    - understanding customer needs
    - promoting features and benefits of products and services
    - how to identify and overcome objections
    - how to close sales
    - methods to maximise sales and add-on products and services
- health and safety in the workplace and consumer regulatory requirements as they apply in the workplace in relation to serving or selling.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace condition
- resources, equipment and materials:
    - range of workplace products and relevant equipment
    - product and service information or technology for accessing information
- specifications:
    - workplace procedures relating to selling cellar door products and services
- relationships (internal and/or external):
    - external customers for sales opportunities and internal personnel for assistance.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCDS3001 Conduct winery and site tours

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare, conduct and evaluate winery and site tours and presentations for a variety of domestic and overseas visitors.

The unit applies to individuals who work in cellar door operations of wineries or distilleries of different sizes, locations and product ranges. Individuals have specialised knowledge and work under broad direction with responsibility for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Door (CDS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for winery and site tour	1.1 Establish size and composition of tour group from relevant source 1.2 Identify specialist requirements for touring party based on size and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	composition of the group 1.3 Carry out background research to ensure the tour presentation includes up-to-date and appropriate information 1.4 Plan for tour including route and timing 1.5 Prepare required materials to meet customer and workplace objectives
2. Conduct winery and site tour	2.1 Welcome and brief tour group according to workplace procedures 2.2 Inform tour group members of health and safety in the workplace requirements and pest control precautions both before and during the tour, and monitor to ensure compliance 2.3 Present information to tour group members that contains specialised and technical information appropriate to the group’s requirements 2.4 Provide special facilities, services and hospitality arrangements according to workplace procedures and tour group requirements 2.5 Present information in locations' that maximise tour group members' ability to hear and/or see the presentation 2.6 Invite tour group members to ask questions and seek further explanation about information presented throughout the tour 2.7 Maintain the safety, welfare and comfort of tour members at all times
3. Evaluate and assess performance	3.1 Ask tour group members and any accompanying staff to review their experience according to workplace procedures 3.2 Carry out a self-assessment of own performance in conducting the winery and site tour 3.3 Identify positive and negative aspects of the way the tour was conducted and consider for future tour planning and organisation 3.4 Review feedback from tour group members and take steps to incorporate where possible

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Gather and interpret information from various sources to establish tour requirements
Writing	• Record workplace information using industry-based vocabulary and required format • Prepare documents for distribution to tour members in required workplace format
Oral Communication	• Use clear language to convey technical and specialised information appropriate to tour group • Use questioning skills to gather feedback from participants • Use active listening skills to respond to questions or feedback from participants
Navigate the world of work	• Evaluate own work performance to identify opportunities to improve own skills or knowledge
Interact with others	• Use accepted practices and protocols for communicating with people external to the organisation
Get the work done	• Plan, sequence and implement tasks required to achieve required outcomes • Take responsibility for decisions made about tour organisation and delivery • Use the main features and functions of digital tools during the planning and delivery of winery and site tours • Evaluate event outcomes to identify opportunities to improve future tours

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCDS3001 Conduct winery and site tours	FDFCD2001A Conduct winery and or site tours	Updated to meet Standards for Training Packages Prerequisites removed Unit code updated to AQF3 to reflect	Equivalent unit

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		complexity of competency Minor changes to Performance Criteria for clarity	

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCDS3001 Conduct winery and site tours

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit

There must be evidence that the individual has planned and conducted winery and site tours on at least two separate occasions with two different groups and has demonstrated the following:

- identified characteristics and requirements of tour group
- planned tour in advance, including:
  - conducting background research
  - liaising with staff in areas to be visited
  - preparing presentation materials and equipment
  - ensuring availability of required protective equipment for tour members
- conducted welcome and pre-tour briefing, including information about health and safety in the workplace and pest control requirements, and other relevant site specific information
- conducted tour according to planned route and timing
- presented information in a clear and logical format
- engaged with tour group members when presenting information by encouraging questions and discussion
- monitored tour group members during tour to ensure health and safety in the workplace and security compliance
- sought feedback from tour members about their experience at the end of the tour and evaluated own performance
- evaluated and considered feedback for future tour planning, organisation and delivery.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- purpose and objectives of conducting winery and site tours
- workplace policies and procedures and responsibilities relating to site visitors, including:
  - health and safety in the workplace requirements
  - emergency and evacuation procedures
  - first aid situations
  - pest and disease biosecurity procedures – phylloxera
  - food safety procedures
  - contact details for emergencies and first aid
  - customer service and welfare
  - public relations and information transfer
  - personal presentation
  - customer complaints and reporting procedures
- key principles and components of a site tour plan
- key principles and techniques for group facilitation
- key background information about the workplace, including:
  - brand and workplace objectives
  - site features, equipment, processes and layout
  - product range and services provided.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - equipment and materials needed for presentation or tour
  - documentation or technology for recording customer feedback
- specifications:
  - information about tour group and tour instructions
  - workplace procedures relating to winery and site tours
- relationships (internal and/or external):
  - customers for winery or site tour.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCDS3002 Plan and deliver a wine tasting event

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to plan and deliver a wine tasting event. It includes researching the needs of clients, sourcing products to be tasted, preparing product and tasting equipment, event planning, conducting the tasting event and providing advice and information on the products to be tasted.

The unit applies to individuals who work in cellar door operations. Individuals have specialised knowledge and work under broad direction with responsibility for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety in the workplace, and food safety regulations, legislation and standards that apply to the workplace.

When applied in the workplace, compliance with state and territory legislative requirements relating to the Responsible Service of Alcohol will be required.

Pre-requisite Unit

Nil

Unit Sector

Cellar Door (CDS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan for a wine tasting event	1.1 Identify potential health and safety in the workplace hazards and implement control measures 1.2 Source and interpret workplace information regarding procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and regulations for conducting a wine tasting event 1.3 Identify characteristics and potential requirements of event participants to ensure event planning is relevant to group 1.4 Establish and confirm availability of required facilities 1.5 Record registrations of participants according to workplace procedures 1.6 Undertake pre-event organisation of resources and facilities 1.7 Liaise with security, technology and finance support services to ensure availability of systems
2. Prepare for product tastings	2.1 Establish products to be tasted according to specialised product tasting requirements of customers 2.2 Carry out appropriate background research for products planned for wine tasting event 2.3 Prepare work area including promotional and support materials for specialised product tasting
3. Conduct wine tasting event	3.1 Conduct event according to event plan, objectives and workplace procedures 3.2 Conduct product tasting according to workplace protocols and industry practices
4. Evaluate and assess performance	4.1 Encourage and review participant feedback about their expectations and level satisfaction associated with attending the event 4.2 Carry out self-assessment of performance in meeting customer expectations and personal and workplace objectives 4.3 Assess feedback to determine positive and negative aspects of the event conducted and consider for future events 4.4 Resolve concerns of participants and report problems according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Gather and interpret product information from a variety of sources including labelling and advertising information
Writing	• Record workplace information using industry-based vocabulary and required format
Oral Communication	• Provide information using language appropriate to event participants • Use questioning skills to gather feedback from participants • Use active listening skills to respond to questions or feedback from participants
Numeracy	• Calculate numerical information relating to measurements, quantities, volumes and monetary value
Navigate the world of work	• Evaluate own work performance to identify opportunities to improve own skills or knowledge
Interact with others	• Use accepted practices and protocols for communicating with internal personnel and people external to the organisation
Get the work done	• Plan, sequence and implement tasks required to achieve outcomes • Take responsibility for decisions made about event organisation and delivery • Use the main features and functions of digital tools during the planning and delivery of a wine tasting event • Evaluate event outcomes to identify opportunities to improve future events

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCDS3002 Plan and deliver a wine tasting event	FDFCD3002A Conduct a specialised product tasting	Updated to meet Standards for Training Packages Redesigned unit using content from the previous unit	No equivalent unit

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Links

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Assessment Requirements for FBPCDS3002 Plan and deliver a wine tasting event

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planned and delivered at least one wine tasting event and has demonstrated the following:

- prepared a plan for a wine tasting event
- identified and followed health and safety in the workplace procedures
- organised services and facilities to support a wine tasting event including:
  - records systems
  - technology
  - wine tasting equipment and materials
  - product availability
  - location and facilities
- identified and researched specific participant requirements and details on style, vintage, region and other background information about products to be tasted
- identified and prepared tasting resources and facilities including:
  - products at correct temperatures
  - glasses and supplies
  - suitable tasting environment
- conducted a specialised product tasting according to workplace procedures and industry practices including:
  - articulating an accurate sensory evaluation of product tasted
  - serving products in appropriate condition for specific tasting
  - identifying and removing faulty products prior to tasting
  - maintaining optimum tasting environment
  - providing customer service
- provided accurate and relevant information in line with participant requirements

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- evaluated and assessed performance against participant, personal and workplace objectives.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- different types of wine tasting events within industry practice
- health and safety in the workplace procedures and regulations for conducting wine tasting events
- basic event planning and delivery methods
- common industry systems for registration, finance and technology used in wine events
- purpose and principles of specialised product tasting, including:
  - link to related work areas and activities
  - quality characteristics of products and materials
  - promotional and brand objectives of the workplace and tasting events
- overview of international, national, regional and organisation-specific information about wine products
- workplace procedures relating to:
  - responsible service of alcohol
  - specialised and standard product tastings
  - customer service
  - customer complaints
  - information provision and presentation
  - activity performance review and evaluation
- product sensory evaluation techniques and procedures
- key presentation principles and techniques for engaging and informing customers about wine tasting
- workplace procedures and responsibility for reporting problems.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - facilities and services for wine tasting event planning
  - range of workplace products for tasting
  - materials and equipment needed to conduct tastings
- specifications:
  - workplace procedures relating to specialised product tastings
  - product information or technology for accessing information

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- relationships (internal and/or external):
  - external customers/participants with specialised requirements for tasting opportunities.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCDS3003 Coordinate winery hospitality activities

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to plan, conduct and evaluate winery hospitality activities. It includes limited responsibility for the work of others.

The unit applies to individuals who work under broad direction and take responsibility for coordinating hospitality activities conducted as part of cellar door operations in the wine industry.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Door (CDS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify required hospitality activities	1.1 Interpret workplace or organisation promotional schedule and apply to hospitality activities 1.2 Respond to ad-hoc customer requests and bookings according to

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace procedures 1.3 Confirm health and safety in the workplace, regulatory and workplace procedures relating to winery hospitality activities
2. Plan and organise hospitality activities	2.1 Identify resources required to implement hospitality activities 2.2 Negotiate prices and services with suppliers and customers 2.3 Confirm supply of necessary resources and services according to supplier agreements and workplace procedures
3. Prepare for winery hospitality activities	3.1 Prepare a schedule of events to ensure timely and effective implementation of activities 3.2 Prepare or produce support materials in line with promotional schedule and workplace requirements 3.3 Brief team and suppliers on their roles and responsibilities
4. Implement hospitality activities	4.1 Coordinate resources effectively and efficiently to meet customer and workplace objectives 4.2 Monitor and maintain hospitality facilities within limits of responsibility 4.3 Recognise, rectify and report problems and anomalies to appropriate personnel
5. Evaluate winery hospitality activities	5.1 Evaluate team performance based on workplace and customer objectives 5.2 Encourage and review customer feedback to improve performance 5.3 Assess suppliers and give feedback according to workplace procedures 5.4 Collate information to use for the financial and promotional viability assessment 5.5 Identify areas for improvement based on evidence collected and make recommendations to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information from a variety of workplace documents
Writing	• Produce workplace documentation in required format
Oral Communication	• Provide information using language appropriate to audience • Use questioning skills to gather feedback • Use active listening skills to respond to questions or feedback from others
Numeracy	• Perform calculations relating to measurements, quantities, volumes and monetary value
Navigate the world of work	• Understand and comply with legislative and workplace requirements relevant to own role
Interact with others	• Use accepted practices and protocols for communicating with internal personnel and people external to the organisation
Get the work done	• Plan, sequence and implement tasks required to achieve outcomes • Use analytical skills to address problems and make decisions related to hospitability activities requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCDS3003 Coordinate winery hospitality activities	FDFCD3003A Coordinate winery hospitality activities	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity Prerequisites removed	Equivalent unit

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Assessment Requirements for FBPCDS3003 Coordinate winery hospitality activities

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planned, conducted and evaluated winery hospitality activities and has demonstrated the following at least once:

- accessed workplace information and schedules to identify winery hospitality activity coordination requirements
- planned and coordinated resources and supply of services appropriate to each hospitality event
- applied a high level of personal presentation
- handled customer requests, bookings and ad-hoc requests
- prepared schedules, briefing notes and other support materials for staff, suppliers and customers
- coordinated services, products and activities for hospitality events
- monitored hospitality facilities and service provision
- briefed team members and suppliers on roles and responsibilities
- monitored and dealt with problems and special requests during hospitality activities
- gathered feedback and data to evaluate winery hospitality activities
- used results of evaluations to improve future activities
- followed health and safety in the workplace procedures when coordinating winery hospitality activities.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- links to related work areas and resources such as cellar door, public relations and marketing
- workplace procedures and responsibility for:

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  - reporting problems
  - recording requirements
  - customer service and complaints
- workplace product and service range
- workplace and brand promotional objectives
- format and interpretation of promotional schedules
- roles and responsibilities of supporting functions
- legislative and regulatory requirements as they apply in the workplace, including:
  - serving and selling liquor
  - industry codes of practice
  - consumer law
  - health and safety in the workplace procedures for employees and customers.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or a realistic environment that allows the individual to conduct the required winery hospitality activity
- resources, equipment and materials:
  - documentation or technology for coordinating events
  - documentation or technology for preparing, recording and communicating information relating to the event
- specifications:
  - workplace promotional schedule and information about hospitality event and/or customer requirements
  - workplace procedures relating to winery and hospitality events
- relationships (internal and/or external):
  - staff and suppliers to brief
  - customers.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL2001 Perform oak handling activities

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to use, treat, repair, store and stack oak barrels and casks. It may involve work in confined spaces.

The unit applies to individuals who work in winemaking operations and take responsibility for their own work. Individuals generally work under supervision but have some autonomy and accountability for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication. Users are advised to check with the relevant state or territory health and safety workplace authority for advice on confined space entry.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for oak handling activities	1.1 Identify and confirm job requirements 1.2 Identify applicable handling activities, environmental guidelines

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and legislative requirements 1.3 Identify potential workplace health and safety hazards, assess risks and implement control measures 1.4 Select and fit personal protective equipment relevant to the job requirements 1.5 Check equipment and materials to ensure availability and readiness for use according to workplace procedures
2. Use oak materials for production requirements	2.1 Locate and identify oak product required to meet job requirement 2.2 Select and follow workplace procedures for filling, emptying and topping 2.3 Use transfer operations to complete production requirements
3. Treat, store and repair oak	3.1 Identify treatment, storage and repair requirements for oak product 3.2 Confirm that oak meets job requirements 3.3 Treat, store and repair oak to meet workplace procedures 3.4 Operate and monitor equipment to ensure job requirements are being maintained 3.5 Identify and address non-conformance results according to workplace procedures
4. Stack oak barrels and casks	4.1 Identify and plan stacking requirements for oak barrels and casks 4.2 Select stacking method and implement according to specification and safe work practices 4.3 Confirm stacked oak barrels and casks meet specification 4.4 Identify and address non-conformance stacking
5. Complete oak handling activities	5.1 Shut down equipment safely according to workplace procedures 5.2 Collect, treat and dispose of or recycle waste according to workplace procedures and relevant legislation 5.3 Record workplace information according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend instructions in workplace documents
Writing	• Complete workplace documents in required format
Numeracy	• Perform calculations relating to measurements, quantities and operational specifications
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Respond to routine problems using workplace instructions and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL2001 Perform oak handling activities	FDFCEL2001A Perform oak handling activities	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed	Equivalent unit

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Links

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Assessment Requirements for FBPCEL2001 Perform oak handling activities

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has demonstrated the following on at least one occasion:

- accessing workplace information to identify oak handling requirements
- identifying legislative and workplace requirements related to oak handling
- selecting and fitting personal protective equipment
- selecting, setting up and operating equipment
- carrying out oak handling and treatment according to workplace procedures
- monitoring oak handling activities and equipment to identify non-conformance results
- carrying out minor repairs
- stacking and securing oak vessels according to workplace procedures
- shutting down equipment in routine and emergency situations
- conducting work safely and following health and safety procedures including identifying hazards and controlling risks associated with working in confined spaces
- following workplace procedures for:
  - maintaining records
  - reporting and recording corrective action
  - sorting, collecting, treating, recycling or disposing of waste.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of oak use in winemaking and spirit production
- links between oak handling and related processes in cellar operations

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- effect of oak storage on end product
- types of oak used for storage
- common faults in oak barrels and casks and effect on end product
- possible sources of oak contamination and effect on end product
- minor repair methods and procedures
- main methods used in oak barrel and cask stacking
- common causes of variation and corrective action required
- types of shutdown and associated requirements for routine and emergency situations
- health and safety hazards and controls in the workplace including instructions for use of chemicals in oak treatment
- hazards and controls associated with confined space entry
- workplace procedures and responsibility for:
  - recording requirements
  - reporting problems
  - waste handling.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment for oak handling activities
  - materials and equipment for confined space entry (if required)
  - materials handling equipment
  - oak products for activities in performance evidence
  - system for recording and reporting information
- specifications:
  - workplace procedures for oak handling activities.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPCEL2002 Perform fermentation operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare and operate the wine fermentation process. It may involve work in confined spaces.

The unit applies to individuals who work in winemaking operations and take responsibility for their own work. Individuals generally work under supervision but have some autonomy and accountability for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication. Users are advised to check with the relevant state or territory health and safety workplace authority for advice on confined space entry.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for fermentation operations	1.1 Identify and confirm fermentation requirements 1.2 Confirm availability of required materials and services to meet

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	fermentation operations requirements 1.3 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.4 Select and fit personal protective equipment required for fermentation operations 1.5 Prepare materials to meet production requirements 1.6 Check equipment to confirm readiness for use according to workplace procedures 1.7 Set the process to meet production requirements
2. Operate and monitor fermentation operations	2.1 Start up the fermentation process according to workplace procedures 2.2 Monitor production process to confirm fermentation operation meets specifications 2.3 Identify and address non-conformance of product, process and equipment according to workplace procedures
3. Complete fermentation operations	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the fermentation process and cleaning procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend instructions in workplace documents
Writing	• Complete workplace documents in required format
Numeracy	• Perform calculations required to prepare production materials for the process

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Skill	Description
	• Monitors supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Respond to routine problems by referring to workplace procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL2002 Perform fermentation operations	FDFCEL2002A Perform fermentation operations	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed	Equivalent unit

Links

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Assessment Requirements for FBPCEL2002 Perform fermentation operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has performed at least one fermentation operation including:

- accessing workplace information to identify fermentation processing requirements
- conducting work according to environmental and health and safety requirements in the workplace
- selecting and fitting appropriate personal protective equipment
- checking supply and status of materials before commencing fermentation operation
- preparing and confirming status of equipment and services before commencing fermentation process
- setting up and starting the fermentation process
- conducting work safely and following health and safety procedures including identifying hazards and controlling risks associated with working in confined spaces
- monitoring the fermentation process
- taking corrective action in response to non-conformance results
- shutting down the process after fermentation operations are completed.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of the fermentation process and the links between fermentation and other processes used in wine operations
- basic operating principles of fermentation equipment
- materials used in the fermentation process including:
  - grape varieties, whole fruit bunches and common additives

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    - preparation requirements and effect of variation on the fermentation process
- main fermentation techniques and how these techniques can affect the characteristics of the wine
- product, materials and equipment preparation requirements and effect of variation on the fermentation process
- techniques that may be used to manipulate the fermentation process and wine characteristics, including:
    - pressure
    - temperature
    - yeast variety or strain
    - carbon dioxide
    - skin contact
    - type of fermentation vessel
    - additions
- methods used to monitor the process
- common causes of non-conformance results for product, process and equipment and corrective action required including:
    - issues that can be rectified
    - issues that must be reported
- responsibilities for health and safety in the workplace including:
    - health and safety hazards associated with the fermentation process
    - methods for controlling risks associated with health and safety hazards, including confined space entry
- responsibilities for identifying and controlling environmental issues
- workplace procedures and responsibility for:
    - reporting problems
    - shutting down the process
    - cleaning
    - handling waste
    - recording required information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment for fermentation operations
    - materials and equipment for confined space entry (if required)
    - equipment and materials for fermentation process

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- system for recording and reporting information
- specifications:
  - workplace procedures for fermentation operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPCEL2003 Operate the ion exchange process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to operate ion exchange equipment used in winemaking operations.

The unit applies to individuals who work in winemaking operations and take responsibility for their own work. Individuals generally work under supervision but have some autonomy and accountability for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the ion exchange process for operation	1.1 Confirm work instructions and identify potential health and safety hazards and controls according to workplace procedures 1.2 Select and fit personal protective equipment according to job

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.4 Confirm availability and prepare product and materials to meet ion exchange operation requirements 1.5 Check equipment to confirm readiness for use according to workplace procedures 1.6 Set the process to meet ion exchange requirements and job requirements
2. Operate and monitor the ion exchange process	2.1 Start up the ion exchange process according to workplace procedures 2.2 Monitor ion exchange process to confirm that ion exchanged product meets specification 2.3 Identify and address non-conformance of product, process and equipment according to workplace procedures
3. Shut down the ion exchange process	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by the ion exchange process 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend instructions in workplace documents
Writing	• Complete workplace documents in required format
Numeracy	• Perform calculations required to prepare production materials for the process

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Skill	Description
	• Monitor supply and flow of materials to and from the process
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Respond to routine problems using workplace instructions and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL2003 Operate the ion exchange process	FDFCEL2003A Operate the ion exchange process	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed	Equivalent unit

Links

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Assessment Requirements for FBPCEL2003 Operate the ion exchange process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated at least one ion exchange process:

- accessing workplace information to identify ion exchange requirements
- selecting and fitting appropriate personal protective equipment
- conducting work according to environmental and health and safety requirements in the workplace
- checking supply and status of product and ion exchange agents before commencing ion exchange process
- preparing and confirming status of equipment and services before commencing ion exchange process
- setting up and starting up the ion exchange process
- monitoring ion exchange process to maintain quality specifications
- taking corrective action in response to non-conformance results
- shutting down the process after ion exchange operations are completed.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit.

This includes knowledge of:

- purpose and principles of ion exchange process and links between ion exchange process and related processes in cellar operations
- stages and changes which occur during ion exchange process and the effect of process stages on the end product quality characteristics and uses of ion exchange product and materials
- manual and computer-controlled ion exchange equipment

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- methods used to monitor the process common causes of non-conformance and corrective action required
- health and safety hazards in the workplace and controls
- routine shutdown preparation requirements
- workplace procedures and responsibility for:
  - reporting problems
  - environmental issues and controls
  - waste handling requirements
  - recording requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment for ion exchange operations
  - equipment and materials for ion exchange process
  - products for ion exchange
  - system for recording and reporting information
- specifications:
  - workplace procedures for ion exchange operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPCEL2004 Perform heat exchange operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0

Application

This unit of competency describes the skills and knowledge required to prepare and operate heat exchange equipment.

The unit applies to individuals who work in winemaking operations and take responsibility for their own work. Individuals generally work under supervision but have some autonomy and accountability for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the heat exchange process for operation	1.1 Identify and confirm heat exchange operations requirements 1.2 Confirm availability of required materials and services to meet heat exchange operations requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.4 Select and fit personal protective equipment required for heat exchange operations 1.5 Prepare materials to meet heat exchange operations requirements 1.6 Check equipment to confirm readiness for use according to workplace procedures 1.7 Set the process to meet heat exchange operations requirements
2. Operate and monitor the heat exchange process	2.1 Start up the heat exchange process according to workplace procedures 2.2 Monitor control points to confirm performance meets specifications 2.3 Identify and address non-conformance of product, process and equipment according to workplace procedures
3. Shut down the heat exchange process	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the heat exchange process and cleaning procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend instructions in workplace documents
Writing	• Complete workplace documents in required format
Numeracy	• Perform calculations relating to measurements, quantities and operational specifications • Interpret symbols and numbers during monitoring of process

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Skill	Description
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Respond to routine problems using workplace instructions and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL2004 Perform heat exchange operations	FDFCEL2011A Perform heat exchange operations	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed	Equivalent unit

Links

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Assessment Requirements for FBPCEL2004 Perform heat exchange operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has demonstrated at least one heat exchange operation:

- accessing workplace information to identify heat exchange processing requirements
- selecting and fitting appropriate personal protective equipment (PPE)
- conducting work according to environmental and health and safety requirements in the workplace
- checking supply and status of materials before commencing heat exchange operation
- preparing and confirming status of equipment and services before commencing heat exchange process
- setting up and starting up heat exchange process
- monitoring the heat exchange process
- taking corrective action in response to non-compliance results
- shutting down the process after heat exchange operations are completed.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of the heat exchange process and the links between heat exchange and other processes used in wine operations
- basic operating principles of heat exchange equipment
- materials used in the heat exchange process including:
  - grape varieties, whole fruit bunches and common additives
  - preparation requirements and effect of variation on the heat exchange process

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- main heat exchange techniques and how these techniques can affect the characteristics of the wine
- methods used to monitor the process
- common causes of non-conformance results for product, process and equipment and corrective action required including:
  - issues that can be rectified
  - issues that must be reported
- responsibilities for health and safety in the workplace including:
  - health and safety hazards associated with the heat exchange process
  - methods for controlling risks associated with health and safety hazards
- responsibilities for identifying and controlling environmental issues
- workplace procedures and responsibility for:
  - reporting problems
  - shutting down the process
  - cleaning
  - handling waste
  - recording required information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE for heat exchange operations
  - equipment and materials for heat exchange process
  - system for recording and reporting information
- specifications:
  - workplace procedures for heat exchange operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL2005 Perform must draining operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to perform must draining operations in wine making. It may involve work in confined spaces.

The unit applies to individuals who work in winemaking operations and take responsibility for their own work. Individuals generally work under supervision but have some autonomy and accountability for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication. Users are advised to check with the relevant state or territory health and safety workplace authority for advice on confined space entry.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for must draining operations	1.1 Identify and confirm must draining operations requirements 1.2 Confirm availability of required materials and services to meet

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	must draining operations requirements 1.3 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.4 Select and fit personal protective equipment required for must draining operations 1.5 Prepare materials to meet must draining operations requirements 1.6 Check equipment to confirm readiness for use according to workplace procedures 1.7 Set the process to meet must draining operations requirements
2. Operate and monitor must draining operations	2.1 Start up the must draining process according to workplace procedures 2.2 Monitor must draining process to confirm product meets specifications 2.3 Identify and address non-conformance of product, process and equipment according to workplace procedures
3. Complete must processing operations	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the must draining process and cleaning procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend instructions in workplace documents
Writing	• Complete workplace documents in required format
Numeracy	• Perform calculations relating to measurements, quantities and operational specifications

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Skill	Description
	• Interpret symbols and numbers during monitoring of process
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Respond to routine problems using workplace instructions and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL2005 Perform must draining operations	FDFCEL2015A Perform must draining operations	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed	Equivalent unit

Links

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Assessment Requirements for FBPCEL2005 Perform must draining operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated at least one must draining process, including:

- accessing workplace information to identify must draining requirements
- selecting and fitting appropriate personal protective equipment (PPE)
- checking supply and status of materials before commencing must draining operation
- preparing and confirming status of equipment and services before commencing must draining process
- setting up and starting the must draining process
- monitoring the must draining process
- taking corrective action in response to non-conformance results
- shutting down the process after must draining operations are completed
- conducting work according to environmental and health and safety requirements in the workplace.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of the must draining process and the links between must draining and other processes used in wine operations
- basic operating principles of must draining equipment
- materials used in the must draining process including:
  - grape varieties, whole fruit bunches and common additives
  - preparation requirements and effect of variation on the pressing process

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- main must draining techniques and how these techniques can affect the characteristics of the wine
- methods used to monitor the process
- common causes of non-conformance results for product, process and equipment and corrective action required including:
  - issues that can be rectified
  - issues that must be reported
- responsibilities for health and safety in the workplace including:
  - health and safety hazards associated with the must draining process
  - methods for controlling risks associated with health and safety hazards, including confined space entry
- responsibilities for identifying and controlling environmental issues
- workplace procedures and responsibility for:
  - reporting problems
  - shutting down the process
  - cleaning
  - handling waste
  - recording required information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE for must draining operations
  - equipment and materials for must draining process
  - system for recording and reporting information
- specifications:
  - workplace procedures for pressing operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPCEL2006 Operate the crushing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare and operate crushing equipment in a wine cellar environment and may involve work in confined spaces.

The unit applies to individuals who work in winemaking operations and take responsibility for their own work. Individuals generally work under supervision but have some autonomy and accountability for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication. Users are advised to check with the relevant state or territory health and safety workplace authority for advice on confined space entry.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the crushing process for operation	1.1 Identify and confirm production requirements 1.2 Confirm availability and prepare product and materials to meet

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	crushing requirements 1.3 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.4 Select and fit personal protective equipment required for production 1.5 Prepare materials to meet production requirements 1.6 Check equipment to confirm readiness for use according to workplace procedures 1.7 Set up the process to meet production requirements
2. Operate and monitor the crushing process	2.1 Start up the crushing process according to workplace procedures 2.2 Monitor crushing process to confirm crushed product meets specifications 2.3 Identify and address non-conformance product, process and equipment according to workplace procedures
3. Shut down the crushing process	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the crushing process and cleaning procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend instructions in workplace documents
Writing	• Complete workplace documents in required format
Numeracy	• Perform calculations relating to measurements, quantities and operational specifications • Interpret symbols and numbers during monitoring of process

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Skill	Description
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Respond to routine problems using workplace instructions and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL2006 Operate the crushing process	FDFCEL2016A Operate the crushing process	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed	Equivalent unit

Links

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Assessment Requirements for FBPCEL2006 Operate the crushing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated at least one crushing process, including:

- accessing workplace information to identify crushing requirements
- selecting and fitting personal protective equipment (PPE)
- confirming supply of services, materials and product required for crushing
- preparing and confirming status of product and materials prior to crushing process commencement
- setting up and starting up the crushing process
- monitoring the crushing process
- taking corrective action in response to non-conformance results
- shutting down the process after crushing operations are completed
- conducting work according to environmental and health and safety requirements in the workplace.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of crushing and links between crushing process and related processes in wine operations
- stages and changes which occur during crushing and the effect of crushing stages on the end product
- method of monitoring the crushing process and common causes of non-conformance and corrective action required
- health and safety hazards in the workplace and controls

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- workplace procedures and responsibility for:
  - reporting problems
  - environmental issues and controls
  - waste handling requirements
  - recording requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE for crushing operations
  - equipment and materials for crushing process
  - products for crushing
  - system for recording and reporting information
- specifications:
  - workplace procedures for crushing operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL2007 Prepare and make additions and finings

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare and add finings and additions to wine.

The unit applies to individuals who work in winemaking operations and take responsibility for their own work. Individuals generally work under supervision but have some autonomy and accountability for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare additions and finings	1.1 Identify and confirm production requirements 1.2 Confirm availability of required materials and services to meet production requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm environmental guidelines and identify potential workplace health and safety hazards and controls according to workplace procedures 1.4 Select and fit personal protective equipment required for production 1.5 Prepare materials to meet production requirements 1.6 Check equipment to confirm readiness for use according to workplace procedures 1.7 Set up the process to meet production requirements 1.8 Weigh or measure product and materials to meet requirements
2. Make additions and finings	2.1 Start equipment to ensure product is mixing 2.2 Make addition or fining to product according to workplace procedures 2.3 Monitor production process to confirm additions and finings product meets specifications 2.4 Identify and address non-conformance of product, process and equipment according to workplace procedures
3. Complete additions and finings	3.1 Identify appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the additions and finings process and cleaning procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend instructions in workplace documents
Writing	• Complete workplace documents in required format

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Skill	Description
Numeracy	• Perform calculations required to weigh or measure materials required for process • Interpret symbols or numbers during monitoring of process
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Respond to routine problems using workplace instructions and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL2007 Prepare and make additions and finings	FDFCEL2017A Prepare and make additions and finings	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL2007 Prepare and make additions and finings

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has made at least four different additions or finings using at least two different techniques and methods of addition, including:

- accessing workplace information to identify requirements for adding finings and additions
- selecting and fitting appropriate personal protective equipment
- checking supply and status of materials before commencing additions and finings operation
- preparing and confirming status of equipment and services before commencing additions and finings process
- setting up and starting the additions and finings process
- monitoring the additions and finings process
- taking corrective action in response to non-conformance results
- shutting down the process after additions and finings operations are completed
- conducting work according to environmental and workplace health and safety requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of additions and fining that is used and the links between additions and finings and other processes used in wine operations
- basic operating principles of preparing and making additions and finings
- quality characteristics of product and materials used and effect on process outcome
- main additions and finings mixing techniques and how these techniques can affect the characteristics of the wine:

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    - pumping over
    - gas mixing
    - rummaging
    - stirring
    - submersible mixers
    - in-place mixers/tank agitators
    - portable guth agitators
- methods for adding:
    - venturi
    - dosing
    - direct, tipping in or pumping in while wine mixing
- methods used to monitor the process
- common causes of non-conformance results for product, process and equipment and corrective action required including:
    - issues that can be rectified
    - issues that must be reported
- responsibilities for health and safety in the workplace including:
    - health and safety hazards associated with the additions and finings process
    - methods for controlling risks associated with health and safety hazards, including confined space entry
- responsibilities for identifying and controlling environmental issues
- workplace procedures and responsibility for:
    - reporting problems
    - shutting down the process
    - cleaning
    - handling waste
    - recording required information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment for additions and finings operations
    - equipment and materials for additions and finings activities
    - system for recording and reporting information
- specifications:
    - workplace procedures for preparing and making additions and finings.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL2008 Carry out inert gas handling operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to use and handle inert gases in solid or gaseous state including the manufacture of carbon dioxide bricks or snow.

The unit applies to individuals who work in cellar operations and take responsibility for their own work. Individuals generally work under supervision but have some autonomy and accountability for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select gases appropriate to the task	1.1 Identify and confirm workplace procedures 1.2 Confirm availability of appropriate gas or gases to meet workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.4 Select and fit personal protective equipment required for production 1.5 Determine risk factors based on the characteristics of the gas or gases to be used and handled
2. Prepare and use gases in winery operations	2.1 Select the appropriate gas handling equipment and prepare, set up and operate according to workplace procedures 2.2 Confirm that gas type and quantity delivered meets specification 2.3 Handle and monitor gas safely according to specific risk factors 2.4 Manufacture carbon dioxide bricks or snow according to workplace procedures 2.5 Identify and address non-conformance of product, process and equipment
3. Complete gas handling operations	3.1 Shut equipment down according to workplace procedures 3.2 Prepare equipment for cleaning following safe work practices 3.3 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend instructions in workplace documents
Writing	• Complete workplace documents in required format
Numeracy	• Calculate and monitor amount of gas required for the process
Navigate the world of	• Apply workplace procedures and legislative responsibilities to own role

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Skill	Description
work	
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Respond to routine problems using workplace instructions and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL2008 Carry out inert gas handling operations	FDFCEL2018A Carry out inert gas handling operations	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL2008 Carry out inert gas handling operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has carried out inert gas handling operations and demonstrated the following on at least two separate occasions:

- accessing workplace information to identify inert gas handling requirements
- selecting, fitting and using personal protective equipment (PPE)
- selecting appropriate gases to meet requirements:
  - single or blend of gases
  - gaseous or solid form
  - dosage
  - interpreting cylinder or service line information
- confirming supply of services and gases for requirements
- selecting equipment appropriate to the task and gas to be handled
- setting up, preparing and operating equipment according to workplace procedures
- manufacturing carbon dioxide bricks or snow
- delivering gas according to specifications
- monitoring gas handling process:
  - gas pressure
  - gas flow
  - integrity of seals
- taking corrective action in response to non-conformance results
- shutting down equipment in routine situations
- conducting work according to environmental and health and safety requirements in the workplace.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of using inert gases in cellar operations
- properties and functions of gases
- hazards and risks associated with different forms or types of gas
- gas handling policy and procedures
- factors affecting choice of gas or gas blends:
  - wine type and style
  - winemaker preference
- equipment set up, preparation and operation procedures and requirements including settings and key variables
- purpose of PPE
- legislative requirements as they affect immediate gas handling responsibilities
- steps in manufacturing process for dry ice bricks or snow
- requirements to liaise or advise related work areas
- routine shutdown and cleaning preparation requirements
- workplace health and safety requirements
- workplace procedures and responsibility for:
  - reporting problems
  - waste handling requirements
  - environmental issues and controls
  - recording requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE for inert gas handling operations
  - equipment, cylinders and materials for inert gas handling operations
  - gas or gases to meet work instruction
  - system for recording and reporting information
- specifications:
  - workplace procedures for inert gas handling operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL2009 Carry out transfer operations

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to transfer various types of input and finished products.

The unit applies to individuals who work in cellar, bottling or distillation and take responsibility for their own work. Individuals generally work under supervision but have some autonomy and accountability for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the transfer	1.1 Identify and confirm transfer requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
process for operation	1.2 Confirm availability of product, materials and services to meet transfer requirements 1.3 Confirm environmental guidelines and identify potential health and safety in the workplace hazards and controls according to workplace procedures 1.4 Select, fit and use personal protective equipment required for the transfer process 1.5 Prepare product and materials to meet transfer requirements 1.6 Check equipment to confirm readiness for use according to workplace procedures 1.7 Set the process to meet transfer requirements
2. Operate and monitor the transfer process	2.1 Start up the transfer process according to workplace procedures 2.2 Monitor process to confirm transfer operation meets specifications 2.3 Identify and address non-conformance in product, process and equipment according to workplace procedures
3. Shut down the transfer process	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the transfer process and cleaning procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend instructions in workplace documents
Writing	• Complete workplace documents in required format
Numeracy	• Perform calculations required to prepare materials for the process • Interpret symbols, gauges and numbers during monitoring of

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Skill	Description
	process
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Respond to routine problems using workplace instructions and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL2009 Carry out transfer operations Release 2	FBPCEL2009 Carry out transfer operations Release 1	Minor update in assessment conditions to refer to wine or beverage production workplace	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL2009 Carry out transfer operations

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated at least one transfer process, including:

- accessing workplace information to identify transfer requirements
- selecting, fitting and using personal protective equipment
- checking supply and status of materials before commencing transfer operation
- preparing and confirming status of equipment and services before commencing transfer process
- setting up and starting the transfer process
- monitoring the transfer process
- taking corrective action in response to non-conformance results
- shutting down the process after transfer operations are completed
- conducting work according to environmental and health and safety requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of the transfer process and the links between transfer operations and other processes
- basic operating principles of transfer equipment
- equipment used in the transfer process, including:
  - pumps
  - hoses

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    - valves
    - fixed lines
    - fittings
    - control instruments
- methods used to monitor the transfer process
- common causes of non-conformance results for product, process and equipment, and corrective action required, including:
    - issues that can be rectified
    - issues that must be reported
- responsibilities for health and safety in the workplace, including:
    - health and safety hazards associated with transfer operations
    - methods for controlling risks associated with health and safety hazards, including confined space entry
- responsibilities for identifying and controlling environmental issues
- responsibilities for ensuring cleanliness of equipment
- workplace procedures and responsibility for:
    - reporting problems
    - shutting down the process
    - cleaning
    - handling waste
    - recording required information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a wine or beverage production workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment for transfer operations
    - equipment and materials for transfer operations
    - system for recording and reporting information
- specifications:
    - workplace procedures for transfer operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL3001 Handle and store spirits

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to handle and store spirits in wine or spirit making workplaces.

This unit applies to individuals working in either a distillation facility or in a winery where they handle spirits as part of the fortification process of wine.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to handle spirits	1.1 Identify and confirm job requirements 1.2 Identify applicable spirit handling and storage workplace procedures, environmental guidelines and legislative requirements 1.3 Select, fit and use personal protective equipment relevant to the

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	job requirements 1.4 Identify health and safety in the workplace hazards, assess risks and implement control measures
2. Undertake spirit handling and storage activities	2.1 Locate and identify spirit according to job requirements 2.2 Confirm sampling and testing requirements for spirit 2.3 Identify equipment needed and check to ensure availability, safety and readiness for use 2.4 Set up equipment to meet job requirements and workplace procedures 2.5 Operate and monitor equipment to ensure job requirements are being met 2.6 Identify and address non-conformance results according to workplace procedures
3. Finalise sprit handling activities	3.1 Shut down equipment safely according to workplace procedures 3.2 Collect, treat, dispose of or recycle draining waste according to workplace procedures and relevant legislation 3.3 Record workplace information to meet workplace requirements and relevant legislation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret handling and storage information from a variety of workplace documents
Writing	• Record data and present information in required format
Numeracy	• Calculate numerical information relating to measurements, quantities and operational specifications • Interpret symbols and numbers during monitoring of process
Navigate the world of	• Apply workplace procedures and legislative responsibilities to

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Skill	Description
work	own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks required to achieve production requirements • Respond to predictable routine problems, faults and out of specification issues and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL3001 Handle and store spirits	FDFCEL2012A Handle spirits	Updated to meet Standards for Training Packages Unit code updated to AQF 3 to reflect complexity of competency Minor changes to Elements and Performance Criteria for clarity Prerequisites removed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL3001 Handle and store spirits

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has handled and stored two different spirits, and demonstrated the following points for each spirit:

- accessing workplace information to identify spirit handling and storage requirements
- selecting, fitting and using personal protective equipment
- identifying hazards and promptly responding to risks
- selecting, setting up and operating equipment
- monitoring spirit handling activities and equipment to identify non-conformance results
- taking corrective action in response to non-conformance results
- sorting, collecting, treating, recycling or disposing of draining waste
- following equipment shut down procedures applying safe work practices for all spirit handling activities
- recording spirit handling and storage information.

In demonstrating all of the above points the individual must apply all workplace and legislative requirements relevant to handling and storing spirits.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of spirit use in winemaking
- properties of different types of spirit
- spirit classifications
- role and requirements of legislation in the control of spirits and the importance of accurate measuring and recording requirements for all spirit handling processes

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- spirit storage and security controls
- health and safety hazards and controls including:
  - hazardous substances used during handling and storage of spirits
  - emergency procedures
- workplace procedures and responsibility for:
  - sampling and testing procedures
  - storing spirits securely
  - reporting non-conformance results or equipment problems
  - responding to environmental issues
  - disposing of waste
  - shutting down equipment
  - record keeping.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment for handling and storing spirits
  - equipment for safe handling and production of spirits
  - spirits
  - system for recording and reporting information
- specifications:
  - workplace procedures for handling and storing spirits.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL3002 Operate the continuous clarification by separation (flotation) process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare for and operate the continuous clarification by separation (flotation) process in wine production.

The unit applies to individuals who work in cellar operations and take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the continuous clarification by separation (flotation)	1.1 Identify and confirm production requirements 1.2 Confirm availability of required materials and services to meet production requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
process for operation	1.3 Confirm environmental guidelines and identify potential health and safety in the workplace hazards and controls according to workplace procedures 1.4 Select, fit and use personal protective equipment required for production 1.5 Prepare materials to meet production requirements 1.6 Check equipment to confirm readiness for use according to workplace procedures 1.7 Set the process to meet production requirements
2. Operate and monitor the continuous clarification by separation (flotation) process	2.1 Start up the flotation process according to workplace procedures 2.2 Monitor production process to confirm performance meets specifications 2.3 Identify and address non-conformance product, process and equipment according to workplace procedures
3. Shut down the continuous clarification by separation (flotation) process	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret production and process information from a variety of workplace documents
Writing	• Record data and present information in required format
Numeracy	• Calculate numerical information relating to measurements, quantities and operational specifications • Interpret symbols and numbers during monitoring of process

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Skill	Description
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks required to achieve production requirements • Respond to predictable routine problems, faults and out of specification issues and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL3002 Operate the continuous clarification by separation (flotation) process	FDFCEL3002A Operate the continuous clarification by separation (flotation) process	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL3002 Operate the continuous clarification by separation (flotation) process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated at least one continuous clarification by separation (flotation) process including:

- accessing workplace information to identify clarification requirements
- selecting, fitting and using appropriate personal protective equipment
- checking supply and status of materials before commencing clarification operation
- preparing and confirming status of equipment and services before commencing filtration process
- setting up and starting the filtration process
- monitoring the filtration process
- taking corrective action in response to non-conformance results
- shutting down the process after clarification operations are completed
- conducting work according to environmental and health and safety requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of continuous clarification by separation (flotation) process and the links between the process and other processes used in wine operations
- basic operating principles of separation (flotation) process equipment
- materials used in the clarification by separation (flotation) process
- main separation (flotation) techniques and how these techniques can affect the characteristics of the wine
- pectin negative level when:
  - adding sulphur

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  - cooling product
  - adding pectin enzymes
- methods used to monitor the process
- common causes of non-conformance results for product, process and equipment and corrective action required including:
  - issues that can be rectified
  - issues that must be reported
- responsibilities for health and safety in the workplace including:
  - health and safety hazards associated with the clarification by separation (flotation) process
  - methods for controlling risks associated with health and safety hazards
- responsibilities for identifying and controlling environmental issues
- workplace procedures and responsibility for:
  - reporting problems
  - shutting down the process
  - cleaning
  - handling waste
  - recording required information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment for clarification by separation (flotation) operations
  - equipment and materials for clarification by separation (flotation) process
- specifications:
  - work procedures for continuous clarification by separation (flotation) process.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL3003 Operate the concentration process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0

Application

This unit of competency describes the skills and knowledge required to operate and monitor a continuous centrifugal juice concentrator to produce juice products for wine making.

The unit applies to individuals who work in cellar operations and take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the concentration process for operation	1.1 Identify and confirm production requirements 1.2 Confirm availability of required materials and services to meet production requirements 1.3 Confirm environmental guidelines and identify potential health

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and safety in the workplace hazards and controls in accordance with workplace procedures 1.4 Select and fit personal protective equipment required for production 1.5 Check equipment to confirm readiness for use according to workplace procedures 1.6 Set the process to meet concentration requirements
2. Operate and monitor the concentration process	2.1 Start up the concentration process according to workplace procedures 2.2 Monitor production process to confirm concentration meets specification 2.3 Identify and address non-conformance product, process and equipment according to workplace procedures
3. Shut down the concentration process	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the concentration process and cleaning procedures 3.4 Record workplace information according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret production and process information from a variety of workplace documents
Writing	• Record data and present information in required format
Numeracy	• Calculate numerical information relating to measurements, quantities and operational specifications • Interpret symbols and numbers during monitoring of process

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Skill	Description
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks required to achieve production requirements • Respond to predictable routine problems, faults and out of specification issues and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL3003 Operate the concentration process	FDFCEL3003A Operate the concentration process	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL3003 Operate the concentration process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated the concentration process and demonstrated the following at least once:

- accessing workplace information to identify concentration requirements
- identifying legislative and workplace requirements related to the concentration process
- selecting, fitting and using personal protective equipment
- confirming equipment status and condition
- selecting, setting up and operating the concentration process
- monitoring the process and equipment operation to identify non-conformance results
- taking corrective action in response to non-conformance results
- following equipment shutdown procedures
- preparing equipment for cleaning including draining and dismantling equipment, and removing waste either manually or by rinsing, in preparation for cleaning
- conducting work according to environmental and health and safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of concentration operation and the links between concentration and related processes
- stages and changes which occur during concentration operation
- effect of process stages on end product
- quality characteristics and uses of concentrated product
- main controls used in concentration process:
  - flow rates
  - operating vacuum

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    - operating temperatures
    - cone rpm
    - dilution and product loss
- common causes of variation and corrective action required
- routine shutdown and cleaning preparation requirements
- typical workplace hazards and controls
- procedures and responsibility for:
    - reporting problems
    - environmental issues and controls
    - waste handling requirements
    - recording requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment required for the concentration process
    - concentration equipment and materials required for process
    - system for recording and reporting information
- specifications:
    - workplace procedures for concentration process.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL3004 Operate an earth filtration process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare for and operate an earth filtration process using a range of filter media.

The unit applies to individuals who work in a wine operations cellar environment and take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the earth filtration process for operation	1.1 Identify job requirements 1.2 Confirm availability of required materials and services to meet production requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.4 Select and fit personal protective equipment relevant to the job requirements 1.5 Prepare materials to meet production requirements 1.6 Check equipment to confirm readiness for use according to workplace procedures 1.7 Set the earth filtration process to meet production requirements
2. Operate and monitor the earth filtration process	2.1 Start up the earth filtration process according to workplace procedures 2.2 Monitor process to confirm earth filtration meets specifications 2.3 Identify and address non-conformance of product, process and equipment according to workplace procedures
3. Shut down the earth filtration process	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the earth filtration process and cleaning procedures 3.4 Record workplace information according to workplace procedures and format

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend instructions in workplace documents
Writing	• Complete workplace documents in required format
Numeracy	• Perform calculations relating to measurements, quantities and operational specifications • Interpret symbols and numbers during monitoring of process

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Skill	Description
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Problem solve issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL3004 Operate an earth filtration process	FDFCEL2013A Operate the pressure leaf filtration process	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Change of title to reflect current Industry terminology Prerequisites removed Unit code updated to AQF 3 to reflect complexity of competency	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL3004 Operate an earth filtration process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has demonstrated at least one earth filtration process, including:

- accessing workplace information to identify earth filtration processing requirements
- selecting and fitting appropriate personal protective equipment (PPE)
- checking supply and status of materials before commencing earth filtration operation
- preparing and confirming status of equipment and services before commencing earth filtration process
- setting up and starting the earth filtration process
- monitoring the earth filtration process
- taking corrective action in response to non-conformance results
- shutting down the process after earth filtration operations are completed
- conducting work according to environmental and health and safety requirements in the workplace.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of the earth filtration process and the links between earth filtration and other processes used in wine operations
- use of filter media:
  - diatomaceous earth (DE)
  - perlite
  - cellulose
- materials used in the earth filtration process including:

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    - preparation requirements and effect of variation on the earth filtration process
- main earth filtration techniques and how these techniques can affect the characteristics of the wine
- methods used to monitor the process
- common causes of non-conformance results for product, process and equipment and corrective action required including:
    - issues that can be rectified
    - issues that must be reported
- responsibilities for health and safety in the workplace including:
    - health and safety hazards associated with the earth filtration process
    - methods for controlling risks associated with health and safety hazards
- responsibilities for identifying and controlling environmental issues
- workplace procedures and responsibility for:
    - reporting problems
    - shutting down the process
    - cleaning
    - handling waste
    - recording required information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - PPE for earth filtration operations
    - equipment and materials for earth filtration process
    - products for earth filtration process
    - system for recording and reporting information
- specifications:
    - workplace procedures for earth filtration operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL3005 Operate the pressing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare and operate pressing equipment in winemaking. It may involve work in confined spaces.

The unit applies to individuals who work in winemaking operations and take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the pressing process for operation	1.1 Identify and confirm production requirements 1.2 Confirm availability of required materials and services to meet production requirements 1.3 Confirm environmental guidelines and identify potential health

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and safety hazards and controls according to workplace procedures 1.4 Select and fit personal protective equipment required for production 1.5 Prepare materials to meet production requirements 1.6 Check equipment to confirm readiness for use according to workplace procedures 1.7 Set the process to meet production requirements
2. Operate and monitor the pressing process	2.1 Start up the pressing process according to workplace procedures 2.2 Monitor production process to confirm pressed product meets specifications 2.3 Identify and address non-conformances in product, process and equipment according to workplace procedures
3. Shut down the pressing process	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the pressing process and cleaning procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend instructions in workplace documents
Writing	• Complete workplace documents in required format
Numeracy	• Perform calculations required to prepare production materials for the process • Monitor supply and flow of materials to and from the process
Navigate the world of	• Apply workplace procedures and legislative responsibilities to

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Skill	Description
work	own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Respond to routine problems using workplace instructions and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL3005 Operate the pressing process	FDFCEL2005A Operate the pressing process	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed Unit code updated to AQF3 to reflect complexity of competency	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL3005 Operate the pressing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated at least one pressing process, including:

- accessing workplace information to identify pressing requirements
- selecting and fitting appropriate personal protective equipment (PPE)
- checking supply and status of materials before commencing pressing operation
- preparing and confirming status of equipment and services before commencing pressing process
- setting up and starting the pressing process
- monitoring the pressing process
- taking corrective action in response to non-conformance results
- shutting down the process after pressing operations are completed
- conducting work according to environmental and health and safety requirements in the workplace.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of the pressing process and the links between pressing and other processes used in wine operations
- basic operating principles of pressing equipment
- materials used in the pressing process including:
  - grape varieties, whole fruit bunches and common additives
  - preparation requirements and effect of variation on the pressing process

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- main pressing techniques and how these techniques that can affect the characteristics of the wine:
  - degree of pressing and pressure
  - blending and separating free run juice from first and later pressings
  - press type
- methods used to monitor the process
- common causes of non-conformance results for product, process and equipment and corrective action required including:
  - issues that can be rectified
  - issues that must be reported
- responsibilities for health and safety in the workplace including:
  - health and safety hazards associated with the pressing process
  - methods for controlling risks associated with health and safety hazards, including confined space entry
- responsibilities for identifying and controlling environmental issues
- workplace procedures and responsibility for:
  - reporting problems
  - shutting down the process
  - cleaning
  - handling waste
  - recording required information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE for pressing operations
  - equipment and materials for pressing process
  - system for recording and reporting information
- specifications:
  - workplace procedures for pressing operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL3006 Operate the fine filtration process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare and operate the fine filtration process and equipment to achieve pre-set specifications for wine or juice products.

The unit applies to individuals who work in cellar operations and take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the fine filtration process for operation	1.1 Identify and confirm production requirements 1.2 Confirm availability and prepare services, product and materials to meet production requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm environmental guidelines and identify potential health and safety in the workplace hazards and controls according to workplace procedures 1.4 Select, fit and use personal protective equipment relevant to the job role 1.5 Check the integration of flow path according to workplace procedures 1.6 Check equipment and confirm readiness for use according to workplace procedures 1.7 Set the process to meet filtration requirements
2. Operate and monitor the fine filtration process	2.1 Start up the fine filtration process according to workplace procedures 2.2 Monitor filtration process to confirm filtered product meets specifications 2.3 Identify and address non-conformance of product, process and equipment
3. Shut down the fine filtration process	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the filtration process and cleaning procedures 3.4 Record workplace information according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret production and process information from a variety of workplace documents
Writing	• Record data and present information in required format

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Skill	Description
Numeracy	• Calculate numerical information relating to measurements, quantities and operational specifications • Interpret symbols and numbers during monitoring of process
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks required to achieve production requirements • Respond to predictable routine problems, faults and out of specification issues and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL3006 Operate the fine filtration process	FDFCEL2010A Operate the fine filtration process	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Unit code updated to AQF3 to reflect complexity of competency	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL3006 Operate the fine filtration process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated the fine filtration process on at least two occasions, including:

- accessing and interpreting workplace information to identify filtration requirements
- selecting, fitting and using personal protective equipment
- confirming supply of necessary product and services
- preparing product including pre-filtering product to meet turbidity parameters of membrane
- confirming filtration equipment status and condition
- setting up and starting up the filtration process
- monitoring the process and equipment operation to identify non-conformance results
- taking corrective action in response to non-conformance results
- sorting, collecting, treating, recycling or disposing of waste
- following equipment shut down procedures
- preparing equipment for cleaning including draining and dismantling equipment
- conducting work according to environmental and health and safety requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of fine filtration and the links between filtration and related processes
- quality characteristics and uses of fine filtration product
- types and application of manual and computer controlled processes
- product preparation requirements and effect of variation on the process

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- main methods used in fine filtration
- filtration equipment and instrumentation components, purpose and operation
- significance and method of monitoring the process
- common causes of variation and corrective action required
- routine shutdown and cleaning preparation requirements
- health and safety hazards and controls relating to filtration operations
- workplace procedures relating to filtration operations and responsibility for:
  - reporting problems
  - waste handling requirements
  - environmental issues and controls
  - recording information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment for filtration operations
  - filtration equipment and membranes, filters and related materials required for operations
  - product for filtration
  - system for recording and reporting information
- specifications:
  - workplace procedures for filtration operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL3007 Operate clarification by separation (centrifugation) process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0

Application

This unit of competency describes the skills and knowledge required to prepare for and operate the clarification by separation (centrifugation) process.

The unit applies to individuals who work in cellar operations and who take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the clarification by separation (centrifugation) process	1.1 Identify and confirm production requirements 1.2 Confirm availability of required materials and services to meet production requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
for operation	1.3 Confirm environmental guidelines and identify potential health and safety in the workplace hazards and controls according to workplace procedures 1.4 Select, fit and use personal protective equipment required for production 1.5 Prepare materials to meet production requirements 1.6 Check equipment to confirm readiness for use according to workplace procedures 1.7 Set the process to meet production requirements
2. Operate and monitor the clarification by separation (centrifugation) process	2.1 Start up the centrifugation process safely according to workplace procedures 2.2 Monitor production process to confirm clarified product meets specifications 2.3 Identify and address non-conformance product, process and equipment according to workplace procedures
3. Shut down the clarification by separation (centrifugation) process	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the centrifugation process and cleaning procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret production and process information from a variety of workplace documents
Writing	• Record data and present information in required format
Numeracy	• Calculate numerical information relating to measurements, quantities and operational specifications

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Skill	Description
	• Interpret symbols and numbers during monitoring of process
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks required to achieve production requirements • Respond to predictable routine problems, faults and out of specification issues and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL3007 Operate clarification by separation (centrifugation) process	FDFCEL2006A Operate clarification by separation (centrifugation) process	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed Unit code updated to AQF3 to reflect complexity of competency	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL3007 Operate clarification by separation (centrifugation) process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated at least one separation process, including:

- accessing workplace information to identify clarification requirements
- selecting, fitting and using appropriate personal protective equipment
- checking supply and status of materials before commencing separation (centrifugation) operation
- preparing and confirming status of equipment and services before commencing separation (centrifugation) process
- setting up and starting the separation (centrifugation) process
- monitoring the separation (centrifugation) process
- taking corrective action in response to non-conformance results
- shutting down the process after separation (centrifugation) operations are completed
- conducting work according to environmental and workplace health and safety requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of the clarification by separation (centrifugation) and the links between clarification by separation and other processes used in wine operations
- basic operating principles of separation (centrifugation) equipment
- stages and changes which occur during clarification by separation (centrifugation)
- materials used in the separation (centrifugation) process

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- main separation (centrifugation) techniques and how these techniques can affect the characteristics of the wine
- methods used to monitor the process
- common causes of non-conformance results for product, process and equipment and corrective action required including:
  - issues that can be rectified
  - issues that must be reported
- responsibilities for health and safety in the workplace including:
  - health and safety hazards associated with the centrifugation process
  - methods for controlling risks associated with work health and safety hazards, including confined space entry
- responsibilities for identifying and controlling environmental issues
- workplace procedures and responsibility for:
  - reporting problems
  - shutting down the process
  - cleaning
  - handling waste
  - recording required information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment for clarification by separation (centrifugation) operations
  - equipment and materials for clarification by separation (centrifugation) process
  - system for recording and reporting information
- specifications:
  - workplace procedures for clarification by separation (centrifugation) operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL3008 Operate the rotary vacuum filtration process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare and operate the rotary vacuum filtration process to filter juice product or wine.

The unit applies to individuals who work in winemaking operations and take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the rotary vacuum filtration process for operation	1.1 Identify and confirm production requirements 1.2 Confirm availability and prepare product and materials to meet filtration requirements 1.3 Confirm environmental guidelines and identify potential health

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and safety in the workplace hazards and controls in accordance with workplace procedures 1.4 Select, fit and use personal protective equipment according to job requirements 1.5 Confirm availability and prepare product and materials are available and ready for operation 1.6 Check equipment to confirm readiness for use according to workplace procedures 1.7 Set the process to meet filtration requirements and job requirements
2. Operate and monitor the rotary vacuum filtration process	2.1 Start up the rotary vacuum filtration process according to workplace procedures 2.2 Monitor rotary vacuum filtration process to confirm the filtration meets specification 2.3 Identify and address non-conformance product, process and equipment performance
3. Shut down the rotary vacuum filtration process	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the rotary vacuum filtration process and cleaning procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend instructions in workplace documents
Writing	• Complete workplace documents in required format
Numeracy	• Perform calculations relating to measurements, quantities and operational specifications

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Skill	Description
	• Interpret symbols and numbers during monitoring of process
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Problem solve issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL3008 Operate the rotary vacuum filtration process	FDFCEL2014A Operate the rotary vacuum filtration process	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed Unit code updated to AQF3 to reflect complexity of competency	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL3008 Operate the rotary vacuum filtration process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has demonstrated the following on at least one occasion:

- accessing workplace information to identify filtration requirements
- selecting, fitting and using personal protective equipment
- checking supply and status of materials before commencing filtration process
- preparing and confirming status of equipment before commencing rotary vacuum filtration process including checking the screen or cloth condition and receival vessels
- setting up and starting up the rotary vacuum filtration process
- monitoring rotary vacuum filtration process
- taking corrective action in response to non-conformance results
- shutting down the process after filtration operations are completed
- conducting work according to environmental and health and safety requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of rotary vacuum filtration and links between rotary vacuum filtration and other process in cellar operations
- stages and changes which occur during rotary vacuum filtration and the effect of process stages on the end product
- use of filter media:
  - diatomite
  - perlite
  - cellulose

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    - polyethylene
- methods used to monitor the filtration process and common causes of non-conformance and corrective action required
- routine shutdown preparation requirements
- health and safety hazards and controls in the workplace
- workplace procedures and responsibility for:
    - reporting problems
    - environmental issues and controls
    - waste handling requirements
    - recording requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment for rotary vacuum filtration operations
    - equipment and materials for rotary vacuum filtration process
    - products for rotary vacuum filtration
    - system for recording and reporting information
- specifications:
    - workplace procedures for rotary vacuum filtration operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL3009 Operate the crossflow filtration process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0

Application

This unit of competency describes the skills and knowledge required to operate crossflow filtration within wine cellar operations.

The unit applies to individuals who take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for crossflow filtration operations	1.1 Identify job requirements 1.2 Confirm availability of required materials and services to meet production requirements 1.3 Confirm environmental guidelines and identify potential health

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and safety in the workplace hazards and controls according to workplace procedures 1.4 Select, fit and use personal protective equipment relevant to the job requirements 1.5 Prepare materials to meet production requirements 1.6 Check equipment to confirm readiness for use according to workplace procedures 1.7 Set the crossflow filtration process to meet production requirements
2. Operate and monitor the crossflow filtration	2.1 Start up the crossflow filtration process according to workplace procedures 2.2 Monitor process confirm crossflow filtration meets specifications 2.3 Identify and address non-conformance of product, process and equipment according to workplace procedures
3. Shut down the crossflow operation	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the crossflow filtration process and cleaning procedures 3.4 Record information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend instructions in workplace documents
Writing	• Complete workplace documents in required format
Numeracy	• Perform calculations relating to measurements, quantities and operational specifications • Interpret symbols and numbers during monitoring of process

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Skill	Description
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Problem solve issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL3009 Operate the crossflow filtration process	Not applicable	New unit to meet industry requirements	No equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL3009 Operate the crossflow filtration process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has demonstrated at least one crossflow filtration process including:

- accessing workplace information to identify crossflow filtration processing requirements
- selecting and fitting appropriate personal protective equipment
- checking supply and status of materials before commencing crossflow filtration process
- preparing and confirming status of equipment and services before commencing crossflow filtration process
- setting up and starting the crossflow filtration process
- monitoring the crossflow process, including pressures
- taking corrective action in response to non-conformance results
- shutting down the process after crossflow filtration operations are completed
- conducting work according to environmental and workplace health and safety requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of the crossflow filtration process and the links between filtration and other processes used in wine operations
- basic operating principles of crossflow filtration equipment
- types of membranes used in filtration processes and their application in wine making
- differences between crossflow filtration and other types of filtration processes used in wine operations

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- main filtration techniques and how these techniques can affect the characteristics of the wine
- main considerations for the crossflow filtration process:
  - flow rate calculation
  - pressure monitoring, including differential and transmembrane
  - backflushing
  - alternating product flow
  - process flow disruptions
  - final concentration, including removal of sediments
  - clean-in-place
- common causes of non-conformance results for product, process and equipment and corrective action required including:
  - issues that can be rectified
  - issues that must be reported
- responsibilities for health and safety in the workplace including:
  - health and safety hazards associated with the crossflow filtration process
  - methods for controlling risks associated with work health and safety hazards
- responsibilities for identifying and controlling environmental issues
- workplace procedures and responsibility for:
  - reporting problems
  - shutting down the process
  - cleaning
  - handling waste
  - recording information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment for crossflow filtration operations
  - equipment and materials required for crossflow filtration process
  - system for recording and reporting information
- specifications:
  - workplace procedures for crossflow filtration process.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL3010 Operate the decanter process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0

Application

This unit of competency describes the skills and knowledge required to operate and monitor the decanter process in wine cellar operations.

The unit applies to individuals who take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the decanter process for operation	1.1 Identify and confirm production requirements 1.2 Confirm availability and prepare product to meet decanter requirements 1.3 Confirm environmental guidelines and identify potential health

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and safety hazards and controls according to workplace procedures 1.4 Select and fit personal protective clothing and equipment required for production 1.5 Check equipment to confirm readiness for use according to workplace procedures 1.6 Set the process to meet decanter requirements
2. Operate and monitor the decanter process	2.1 Start up the decanter process according to workplace procedures 2.2 Monitor decanting process to confirm performance is maintained within specification 2.3 Identify and address non-conformance of product, process and equipment according to workplace procedures
3. Shut down the decanter process	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 3.4 Record workplace information according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information from a variety of workplace documents
Writing	• Produce workplace documents in required format
Numeracy	• Perform calculations relating to measurements, quantities and operational specifications • Interpret symbols and numbers during monitoring of process
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role

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Skill	Description
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan and organise tasks required to achieve job requirements • Problem solve as issues arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL3010 Operate the decanter process	Not applicable	New unit to meet industry requirements	No equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL3010 Operate the decanter process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has demonstrated the following at least once:

- accessing workplace information to identify decanter requirements
- selecting, fitting and using personal protective equipment (PPE)
- confirming supply of necessary product and services
- confirming equipment status and condition
- setting up and starting up the decanter process
- monitoring the process and equipment operation to identify non-conformance results
- taking corrective action in response to non-conformance results
- following equipment shutdown procedures
- preparing equipment for cleaning including draining and dismantling equipment, and removing waste either manually or by rinsing, in preparation for cleaning and sanitation
- conducting work according to environmental and health and safety requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of decanter operation
- links between decanter and related processes
- stages and changes which occur during decanter operation
- effect of process stages on end product
- quality characteristics and uses of decanter product
- product preparation requirements and effect of variation on the process
- main methods used in decanter process:
  - continuous processing
  - destemmer/crusher

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  - decanter bowl
  - decanter pomace
  - multiple applications
- decanter equipment and instrumentation components, purpose and operation
- significance and method of monitoring the process
- common causes of variation and corrective action required
- routine shutdown and cleaning preparation requirements
- health and safety hazards and controls
- procedures and responsibility for:
  - reporting problems
  - environmental issues and controls
  - waste handling requirements
  - recording requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE for decanter processing
  - decanter equipment and materials required for process
  - system for recording and reporting information
- specifications:
  - workplace procedures for decanter process.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL3011 Operate the reverse osmosis process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0

Application

This unit of competency describes the skills and knowledge required to operate the reverse osmosis process in wine cellar operations.

The unit applies to individuals who take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the reverse osmosis process for operation	1.1 Identify and confirm production requirements 1.2 Confirm availability and prepare product to meet reverse osmosis requirements 1.3 Confirm environmental guidelines and identify potential health

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and safety in the workplace hazards and controls in accordance with workplace procedures 1.4 Select, fit and use personal protective equipment required for production 1.5 Check equipment and confirm readiness for use according to workplace procedures 1.6 Set the process to meet reverse osmosis requirements
2. Operate and monitor the reverse osmosis process	2.1 Start up the reverse osmosis process according to workplace procedures 2.2 Monitor osmosis process to confirm performance is maintained within specification 2.3 Identify and address non-conformance product, process and equipment performance according to workplace procedures
3. Shut down the reverse osmosis process	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 3.4 Record workplace information according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information from a variety of workplace documents
Writing	• Produce workplace documents in required format
Numeracy	• Perform calculations relating to measurements, quantities and operational specifications • Interpret symbols and numbers during monitoring of process

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Skill	Description
Navigate the world of work	• Comply with workplace procedures and legislative responsibilities relevant to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Respond to routine problems using workplace instructions and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL3011 Operate the reverse osmosis process	Not applicable	New unit to meet industry requirements	No equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL3011 Operate the reverse osmosis process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a reverse osmosis process at least once, demonstrating:

- accessing workplace information to identify reverse osmosis requirements
- selecting, fitting and using personal protective equipment
- confirming supply of necessary product and services
- confirming equipment status and condition
- setting up and starting up the reverse osmosis process
- monitoring the process and equipment operation to identify non-conformance results
- taking corrective action in response to non-conformance results
- following equipment shutdown procedures
- preparing equipment for cleaning including draining and dismantling equipment, and removing waste either manually or by rinsing, in preparation for cleaning and sanitation
- conducting work according to environmental and health and safety requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of reverse osmosis operation
- links between reverse osmosis and related processes
- stages and changes which occur during reverse osmosis operation
- effect of process stages on end product
- quality characteristics and uses of reverse osmosis product
- product preparation requirements and effect of variation on the process
- main methods used in reverse osmosis process, including:
  - sediment filter

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    - activated carbon
    - reverse osmosis filter
    - alcohol reduction
    - re blending product
- reverse osmosis equipment and instrumentation components, purpose and operation
- significance and method of monitoring control points within the process
- common causes of variation and corrective action required
- routine shutdown and cleaning preparation requirements
- health and safety hazards and controls
- procedures and responsibility for:
    - reporting problems
    - environmental issues and controls
    - waste handling requirements
    - recording requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment for reverse osmosis
    - reverse osmosis equipment and materials required for process
    - system for recording and reporting information
- specifications:
    - workplace procedures for reverse osmosis process.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL3013 Perform rectification (continuous still) operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to operate a rectification process in a wine operations distillation environment.

The unit applies to individuals who work in cellar operations and take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

Legislative requirements relating to distilling alcohol apply to this unit. Users are advised to check current requirements with the Australian Tax Office and state/territory liquor licencing and health agencies.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the rectification process for operation	1.1 Identify and confirm production requirements 1.2 Confirm availability of required materials and services to meet production requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm environmental guidelines and identify potential health and safety in the workplace hazards and controls according to workplace procedures 1.4 Select, fit and use personal protective equipment required for production 1.5 Prepare materials to meet production requirements 1.6 Check equipment to confirm readiness for use according to workplace procedures 1.7 Set the process to meet production requirements
2. Operate and monitor the rectification process	2.1 Start up the rectification process safely according to workplace procedures 2.2 Monitor rectification process to confirm performance meets specifications 2.3 Identify and address non-conformance product, process and equipment according to workplace procedures
3. Shut down the rectification process	3.1 Identify appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the rectification process and cleaning procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret production and process information from a variety of workplace documents
Writing	• Record data and present information in required format
Numeracy	• Calculate numerical information relating to measurements, quantities and operational specifications

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Skill	Description
	• Interpret symbols and numbers during monitoring of process
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks required to achieve production requirements • Respond to predictable routine problems, faults and out of specification issues and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL3013 Perform rectification (continuous still) operations	FDFCEL3005A Perform rectification (continuous still) operations	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL3013 Perform rectification (continuous still) operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has performed at least one rectification (continuous still) operation including:

- accessing workplace information to identify distillation requirements
- selecting, fitting and using personal protective equipment
- checking supply and status of materials before commencing rectification process
- preparing and confirming status of equipment and services before commencing rectification process
- setting up and starting the rectification process
- monitoring the rectification process
- taking corrective action in response to non-conformance results
- shutting down the process after rectification operations are completed
- conducting work according to legislative, environmental and health and safety requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of the rectification process, and the links between rectification and other processes used in wine operations
- basic operating principles of continuous still equipment
- materials used in the rectification process
- main rectification techniques and how these techniques can affect the characteristics of the wine:
    - effect of process stages on distillate and by-products

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    - critical temperatures
- methods used to monitor the process
- common causes of non-conformance results for product, process and equipment and corrective action required including:
    - issues that can be rectified
    - issues that must be reported
- responsibilities for health and safety in the workplace including:
    - health and safety hazards associated with the rectification process
    - methods for controlling risks associated with health and safety hazards, including confined space entry
- responsibilities for identifying and controlling environmental issues
- workplace procedures and responsibility for:
    - reporting problems
    - shutting down the process
    - cleaning
    - handling waste
    - recording required information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment for continuous still operations
    - equipment and materials for continuous still process
    - system for recording and reporting information
- specifications:
    - workplace procedures for continuous still operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL3014 Prepare and monitor wine cultures

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare and monitor yeast and bacterial cultures used in wine production and to inoculate product according to set specifications and may involve work in confined spaces.

The unit applies to individuals who work in winemaking operations and take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety in the workplace regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for inoculation	1.1 Confirm job requirements 1.2 Identify health and safety in the workplace hazards and controls according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Select and fit personal protective equipment according to job requirements 1.4 Identify and confirm propagation requirements 1.5 Prepare yeast and bacterial cultures for use according to workplace procedures 1.6 Confirm availability and prepare product, services and materials to meet specified propagation requirements
2. Prepare equipment for culture preparation	2.1 Confirm cleaning and sterilising equipment is ready for use 2.2 Select, clean and sterilise propagation equipment and transfer equipment according to workplace procedures
3. Maintain and monitor the propagation process	3.1 Conduct transfer operations to meet propagation requirements 3.2 Conduct the culture propagation process using safe work practices 3.3 Inoculate ferments following work instruction 3.4 Monitor control points to confirm performance is maintained within specification 3.5 Monitor equipment to confirm operating condition 3.6 Identify and address non-conformance of product, process and equipment
4. Complete propagation activities	4.1 Complete propagation process according to workplace procedures 4.2 Dismantle equipment safely and prepare for cleaning 4.3 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 4.4 Conduct work according to workplace environmental guidelines 4.5 Record workplace information according to workplace procedures and format

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Comprehend instructions in workplace documents
Writing	• Complete workplace documents in required format
Numeracy	• Perform calculations relating to measurements, quantities and operational specifications • Interpret symbols and numbers during monitoring of process
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Problem solve as issues arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL3014 Prepare and monitor wine cultures	FDFCEL2007A Prepare and monitor wine cultures	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed Unit code updated to AQF3 to reflect complexity of competency	Equivalent unit

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Links

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Assessment Requirements for FBPCEL3014 Prepare and monitor wine cultures

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has demonstrated the following on at least two separate occasions:

- accessing workplace information to identify culture propagation requirements
- selecting and fitting personal protective equipment (PPE)
- confirming supply of necessary product, materials and services
- checking and confirming readiness of equipment before operation
- checking and preparing product and any additions, including checking of quality of wine yeast and bacterial cultures before use
- starting inoculation process according to instructions
- monitoring inoculation process control points for performance against specifications
- taking appropriate corrective action for out-of-specification process and equipment performance
- preparing equipment for cleaning including draining and dismantling equipment, in preparation for sanitation
- conducting work according to legislative, environmental and health and safety requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of propagating wine yeast and bacterial cultures
- relationship of propagation to alcoholic and malolactic fermentation
- stages and changes which occur during culture propagation and the effect of process stages on the end product

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- quality characteristics and uses of wine yeast and bacterial cultures
- product and materials preparation requirements and effect of variation on the process
- main methods used in culturing yeast and bacteria for wine production
- basic features of fermentation reaction for yeast and bacterial cultures
- techniques that may be used to manipulate the propagation process and wine characteristics:
  - temperature
  - yeast variety or strain
  - Baumé scale / hydrometer
  - additions
  - pH
  - oxygen
- equipment and instrumentation components, purpose and operation
- significance and method of monitoring control points within the process
- common causes of variation and corrective action required
- routine shutdown and cleaning preparation requirements
- health and safety hazards and controls in the workplace
- workplace procedures and responsibility for:
  - reporting problems
  - environmental issues and controls
  - waste handling requirements
  - recording requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE for wine culture operations
  - equipment and materials for wine culture process
  - yeast and/or bacterial cultures and products and materials required for wine culture process
  - system for recording and reporting information
- specifications:
  - work instructions and workplace procedures for wine culture operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPCEL3017 Perform single column lees stripping (continuous still brandy) operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to perform lees stripping in winemaking.

The unit applies to individuals who work in cellar operations and take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

Legislative requirements relating to distilling alcohol apply to this unit. Users are advised to check current requirements with the Australian Tax Office and state / territory liquor licensing and health agencies.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the lees stripping process for	1.1 Identify and confirm production requirements 1.2 Confirm availability of required materials and services to meet

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
operation	production requirements 1.3 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.4 Select, fit and use personal protective equipment required for production 1.5 Prepare materials to meet production requirements 1.6 Check equipment to confirm readiness for use according to workplace procedures 1.7 Set the process to meet production requirements
2. Operate and monitor the lees stripping process	2.1 Start up the stripping process safely according to workplace procedures 2.2 Monitor operation to confirm equipment meets specifications 2.3 Identify and address non-conformance product, process and equipment according to workplace procedures
3. Shut down the lees stripping process	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the lees stripping process and cleaning procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Interpret production and process information from a variety of workplace documents
Writing	• Record data and present information in required format
Numeracy	• Calculate numerical information relating to measurements, quantities and operational specifications • Interpret symbols and numbers during monitoring of process

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Skill	Description
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks required to achieve production requirements • Respond to predictable routine problems, faults and out of specification issues and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL3017 Perform single column lees stripping (continuous still brandy) operations	FDFCEL2004A Perform single column lees stripping (continuous still brandy) operations	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed Unit code updated to AQF3 to reflect complexity of competency	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL3017 Perform single column lees stripping (continuous still brandy) operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has performed at least one single column lees stripping (continuous still brandy) operation:

- accessing workplace information to identify distillation requirements
- selecting and fitting appropriate personal protective equipment
- checking supply and status of materials before commencing lees stripping operation
- preparing and confirming status of equipment and services before commencing lees stripping process
- setting up and starting the lees stripping process
- monitoring the lees stripping process
- taking corrective action in response to non-conformance results
- shutting down the process after lees stripping operations are completed
- conducting work according to legislative, environmental and health and safety requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of distillation process and the links between single column lees stripping and other processes used in wine operations
- basic operating principles of single column lees stripping equipment
- materials used in the distillation process
- main single column lees stripping techniques and how these techniques can affect the characteristics of the wine:
  - remove alcohol from fermented grape products prior to rectification

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    - apply the first stage of alcohol recovery for brandy production
- methods used to monitor the process
- common causes of non-conformance results for product, process and equipment and corrective action required including:
    - issues that can be rectified
    - issues that must be reported
- responsibilities for health and safety in the workplace including:
    - health and safety hazards associated with the lees stripping process
    - methods for controlling risks associated with health and safety hazards, including confined space entry
- responsibilities for identifying and controlling environmental issues
- workplace procedures and responsibility for:
    - reporting problems
    - shutting down the process
    - cleaning
    - handling waste
    - recording required information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment for single column lees stripping (continuous still brandy) operations
    - equipment and materials for lees stripping operations
    - system for recording and reporting information
- specifications:
    - workplace procedures and legislative requirements for single column lees stripping (continuous still brandy) operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCEL3018 Perform dual column distillation (continuous still brandy) operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to produce brandy using dual column distillation equipment in winemaking.

The unit applies to individuals who work in cellar operations and take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

Legislative requirements relating to distilling alcohol apply to this unit. Users are advised to check current requirements with the Australian Tax Office and state / territory liquor licensing and health agencies.

Pre-requisite Unit

Nil

Unit Sector

Cellar Operations (CEL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the dual column distillation	1.1 Identify and confirm production requirements 1.2 Confirm availability of required materials and services to meet

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
process for operation	production requirements 1.3 Confirm legislative and environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.4 Select, fit and use personal protective equipment required for production 1.5 Prepare materials to meet production requirements 1.6 Check equipment to confirm readiness for use according to workplace procedures 1.7 Set the process to meet production requirements
2. Operate and monitor the dual column distillation process	2.1 Start up the dual column distillation process safely according to workplace procedures 2.2 Monitor production process to confirm distillate meets specifications 2.3 Identify and address non-conformance of product, process and equipment according to workplace procedures
3. Shut down the distillation process	3.1 Identify and implement appropriate shutdown procedures 3.2 Dismantle equipment safely and prepare for cleaning 3.3 Collect, treat and dispose of or recycle waste generated by both the dual column distillation process and cleaning procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Interpret production and process information from a variety of workplace documents
Writing	• Record data and present information in required format

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Skill	Description
Numeracy	• Calculate numerical information relating to measurements, quantities and operational specifications • Interpret symbols and numbers during monitoring of process
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks required to achieve production requirements • Respond to predictable routine problems, faults and out of specification issues and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL3018 Perform dual column distillation (continuous still brandy) operations	FDFCEL2008A Perform dual column distillation (continuous still brandy) operations	Updated to meet Standards for Training Packages Minor changes to elements and performance criteria for clarity Prerequisites removed Unit code updated to AQF3 to reflect complexity of competency	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCEL3018 Perform dual column distillation (continuous still brandy) operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated at least one dual column distillation process, including:

- accessing workplace information to identify dual column distillation requirements
- selecting, fitting and using appropriate personal protective equipment
- checking supply and status of materials before commencing dual column distillation operation
- preparing and confirming status of equipment and services before commencing dual column distillation process
- setting up and starting the dual column distillation process
- monitoring the dual column distillation process
- taking corrective action in response to non-conformance results
- shutting down the process after dual column distillation operations are completed
- conducting work according to Australian Taxation Office (ATO), environmental and health and safety requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of the dual column distillation process and the links between distillation and other processes used in wine operations
- types of distillation systems used for brandy production, including:
  - pot stills
  - continuous stills, and the critical differences between them

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- main distillation techniques and how these techniques can affect the characteristics of the wine:
  - flavour, aromas
  - alcohol content
  - complexity and smoothness
- methods used to monitor the process
- common causes of non-conformance results for product, process and equipment and corrective action required including:
  - issues that can be rectified
  - issues that must be reported
- responsibilities for health and safety in the workplace including:
  - health and safety hazards associated with the dual column distillation process
  - methods for controlling risks associated with health and safety hazards, including confined space entry
- responsibilities for identifying and controlling environmental issues
- workplace procedures and responsibility for:
  - reporting problems
  - shutting down the process
  - cleaning
  - handling waste
  - recording required information.
- role and requirements of legislation in distillation process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment for dual column distillation (continuous still brandy) operations
  - dual column distillation equipment and materials required for operations
  - documentation or technology for recording and reporting information
- specifications:
  - work instructions and workplace procedures for dual column distillation (continuous still brandy) operations
  - ATO requirements relating to own role and area of responsibility.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPCHE5002 Produce acid-coagulated soft cheese

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to produce acid-coagulated soft cheeses to a commercial standard.

This unit applies to individuals employed as managers with responsibility for overseeing and developing operational procedures complying with workplace health and safety, food safety, recordkeeping and quality assurance requirements for the soft cheese making process.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Cheese (CHE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain sanitation in acid-coagulated soft cheese making	1.1 Sanitise or pre-ripen a container of starter culture under aseptic conditions before tipping the contents into the vat to reduce the risk of infection or contamination 1.2 Ensure all surfaces, except curing boards, meet cleanliness and sanitisation requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Manage stringent hygiene and quarantine procedures 1.4 Manage multi-phase cleaning systems to ensure sanitised surfaces and equipment 1.5 Record food safety related information according to workplace procedures
2. Implement procedures to prepare milk for acid-coagulated soft cheese making	2.1 Sample raw milk and measure and analyse composition and counts 2.2 Ensure clarification and standardisation procedures for raw milk are carried out 2.3 Ensure pasteurisation procedures for milk are performed 2.4 Maintain raw milk area separation from pasteurised milk operations
3. Inoculate the milk to promote coagulation	3.1 Add lactic culture to the milk and mix evenly according to cheese type and recipe 3.2 Add coagulating enzymes to the milk according to recipe 3.3 Maintain temperature throughout the tank or vat according to recipe 3.4 Maintain a log of pH and temperature to control ripening and yield
4. Develop procedures to process curds	4.1 Manage curd breaking or cutting according to recipe and workplace procedures 4.2 Measure and record whey fat content to assess curd breaking or cutting efficiency according to recipe and cheese type 4.3 Plan the processing schedule to ensure optimal syneresis 4.4 Develop and implement draining procedures to ensure curd is at required moisture, pH level and consistency
5. Manage packaging procedures for acid-coagulated soft cheeses	5.1 Manage ripening agents to acid-coagulated soft cheeses if required 5.2 Optimise curing by planning for and adjusting the key composition ratios of acid-coagulated soft cheeses 5.3 Use surface treatments according to cheese type and recipe 5.4 Manage packaging as appropriate for cheese type 5.5 Label the product with complete and accurate information as specified by legislation
6. Monitor and adjust	6.1 Establish the process objectives of acid-coagulated soft cheese

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
process control to produce cheese with consistent taste and quality	making 6.2 Control the amount of moisture in acid-coagulated soft cheese by regulating syneresis 6.3 Adjust calcium phosphate levels to influence basic cheese structure if required 6.4 Control texture of the cheese by regulating pH, ripening agents, salt, moisture and fat 6.5 Control cheese flavour through choice of ingredients, such as milks, cultures, coagulating agents and salt, and pH levels 6.6 Optimise yield by establishing process control parameters
7. Carry out sensory analysis and grading of soft cheeses	7.1 Assess cheeses for evenness of texture, colour, finish and flavour 7.2 Analyse organoleptic properties of acid-coagulated soft cheese to identify possible changes to process control
8. Meet workplace requirements for food safety, quality and environmental management	8.1 Record food safety related information 8.2 Maintain records of cheese manufacture 8.3 Develop and implement work health and safety and environmental protection procedures through a risk management approach 8.4 Dispose of waste and review environmental impacts of the cheese making operation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret recipes and specifications from a variety of sources to consolidate information for cheese production
Numeracy	• Accurately weigh and measure ingredients for cheese making • Sample cheese to analyse pH, fat, moisture and salts • Calculate cheese yields
Navigate the world of	• Follow policies, procedures and legislative requirements for

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Skill	Description
work	cheese making process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCHE5002 Produce acid-coagulated soft cheese	FDFCH4002A Produce acid-coagulated soft cheese	Updated to meet Standards for Training Packages Unit code updated to reflect AQF level Changes to Performance Criteria to clarify the intent of the unit	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCHE5002 Produce acid-coagulated soft cheese

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has safely and effectively overseen the production of at least two different types of acid-coagulated soft cheese, including:

- measuring and mixing acid coagulants and additives
- inoculating milk and controlling ripening in the vat
- promoting syneresis to the required firmness and composition of curd
- separating whey from curd and press, where applicable, and salt curd
- monitoring storage and ripening (where applicable) conditions for acid-coagulated soft cheese
- adding ripening agents (lipases) and surface treatments to acid-coagulated soft cheeses
- maintaining records for cheese making
- maintaining hygiene and sanitation procedures in line with best manufacturing practice
- using multi-phase cleaning systems
- maintaining the viability and integrity of coagulating agents
- developing operating procedures for the cheese making process.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the main cheese types and the common processes for making different types of cheeses
- the main components of milk and cheese (both curds and whey)
- types and impact of inhibitory substances in milk, including bacteriophage
- purpose and basic principles of cheese making
- specifications of product at each stage of cheese making
- milk characteristics and components important in cheese making

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- milk preparation for cheese making (standardisation, pasteurisation and homogenisation, if required)
- types of starters and adjuncts used and their role in the fermentation process
- effect of milk characteristics on cheese processing performance
- moisture control in cheese making
- processes of coagulation and syneresis and their role in cheese making
- curd size and its impact on moisture
- effects of pH and temperature on cheese processing performance and product quality
- microbial contaminants of cheese (lipolytic bacteria, yeasts, moulds, bacillus, listeria, Escherichia coli, salmonella, coliforms and staphylococci) and their impact on cheese quality
- contamination risk of inoculants and contaminants
- yeasts and moulds and other microorganisms of significance in cheese making
- temperature and humidity of curing
- ripening agents for different cheese types
- techniques used to monitor the cheese making process, such as inspecting, measuring and testing, as required by the process
- common causes of variation and corrective action required for each cheese making process
- organoleptic properties and their relationship to processes and ingredients in cheese making
- sampling and testing procedures for microbes
- sampling procedures for cheese making
- food safety and quality assurance standards and procedures
- cleaning and sanitation procedures in line with Australian Standards for cleaning in the dairy industry
- product/batch changeover procedures
- work health and safety hazards and controls
- procedures for recording production and performance information
- environmental issues and controls relevant to the process, including waste collection and handling procedures
- Food Standards Code
- state/territory, Commonwealth and industry requirements relevant to food processing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food processing workplace
- resources, equipment and materials:
  - cheese making ingredients and production process equipment
  - sampling and testing equipment and procedures

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- specifications:
  - manufacturers' advice and product specifications.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCHE5003 Produce a range of rennet-coagulated cheeses

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to produce a range of rennet-coagulated cheeses to a commercial standard.

The unit applies to individuals employed as production managers with responsibility for overseeing operational procedures that comply with workplace health and safety, food safety, recordkeeping and quality assurance requirements for the rennet-coagulated cheese making process.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Cheese (CHE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Manage sanitation in artisan cheese making	1.1 Sanitise or pre-ripen a container of starter culture under aseptic conditions before tipping the contents into the vat to reduce the risk of infection or contamination 1.2 Ensure all surfaces are clean and sanitised except for curing boards

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Supervise stringent personal hygiene and quarantine procedures as part of best manufacturing practice 1.4 Apply multi-phase cleaning systems to ensure sanitised surfaces and equipment 1.5 Review food safety related information, including milk counts and cheese bacterial counts
2. Implement procedures to prepare milk for artisan cheese making	2.1 Measure and analyse composition and counts in raw milk samples 2.2 Implement standard procedures for preparing raw milk 2.3 Carry out milk pasteurisation procedures 2.4 Maintain raw milk in an area separate from pasteurised milk operations
3. Mix ingredients in the vat for rennet-coagulated cheeses	3.1 Add colour to the milk to change the colour of the cheese according to cheese type and recipe 3.2 Add mould spores for mould-ripened cheeses according to cheese type and recipe 3.3 Add adjunct cultures to influence the texture and flavour of the ripened cheese according to cheese type and recipe 3.4 Add enzymes to alter the flavour profile of the ripened cheese according to cheese type and recipe 3.5 Acidify the milk with organic or inorganic acids before renneting according to cheese type and recipe 3.6 Use acid to partly acidify the milk prior to adding culture to control the calcium phosphate level in the curd during cheese making according to cheese type and recipe 3.7 Add cultures and rennet to milk and hold at temperature according to recipe 3.8 Maintain a log of pH and temperature to monitor yield
4. Cut and handle the curd for rennet-coagulated cheeses	4.1 Supervise curd cutting to achieve optimal yield and the required moisture level in the cheese 4.2 Monitor agitation and temperature of the curd and whey 4.3 Heat curd and whey as required and check for uneven curd or overheating according to recipe 4.4 Plan the heating schedule to ensure optimal syneresis 4.5 Remove part of the whey and replace with water to wash lactose

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and lactic acid from the curd according to recipe 4.6 Mat the curd under the whey before it is removed to ensure proper eye development for large and small eye cheeses, according to recipe 4.7 Remove all or part of the whey from the curds by draining out the vat
5. Implement salting, curing and packaging procedures	5.1 Implement procedures to prepare the curd for salting 5.2 Apply salting treatments to ensure salt profile effects are minimised in the finished product 5.3 Place dry salted stirred or milled curd particles into moulds for pressing 5.4 Implement and monitor ripening procedures 5.5 Apply packaging appropriate for cheese type
6. Monitor and adjust process controls to produce cheese with consistent taste and quality	6.1 Identify the process objectives of rennet-coagulated cheese making 6.2 Monitor processing to control moisture in cheeses 6.3 Control the rate and the amount of acid development 6.4 Control calcium phosphate levels to influence basic cheese structure 6.5 Control texture of the cheese by regulating pH, ripening agents, salt, moisture and fat 6.6 Control cheese flavour and pH levels by adding ingredients, such as milks, cultures, coagulating agents and salt 6.7 Control processing parameters to achieve optimal yield 6.8 Age rennet-coagulated cheeses to develop optimal flavour and texture
7. Carry out sensory analysis and grading of artisan rennet-coagulated cheeses	7.1 Assess cheeses for evenness of texture, colour, finish and flavour 7.2 Grade cheeses according to texture, colour, finish and flavour 7.3 Analyse organoleptic properties of rennet-coagulated cheeses to identify possible changes to process controls
8. Meet workplace requirements for food safety, quality and environmental management	8.1 Record food safety related information 8.2 Maintain records of cheese manufacture 8.3 Implement work health and safety and environmental protection procedures using a risk management approach

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	8.4 Dispose of waste and review environmental impacts for the cheese making operation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret recipes and specifications from a variety of sources to consolidate information for cheese production
Numeracy	• Weigh and measure ingredients for cheese making • Sample cheese to analyse pH, moisture and salts • Calculate cheese yields
Navigate the world of work	• Follow policies, procedures and legislative requirements for cheese making process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCHE5003 Produce a range of rennet-coagulated cheeses	FDFCH4003A Produce a range of rennet-coagulated cheeses	Updated to meet Standards for Training Packages Unit code updated to reflect AQF level Changes to Performance Criteria to clarify the intent of the unit	Equivalent unit

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Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCHE5003 Produce a range of rennet-coagulated cheeses

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has safely and effectively overseen the production of at least two different rennet-coagulated cheeses, including:

- sampling fresh milk and analysing results
- preparing milk for cheese making
- carrying out standardisation and pasteurisation procedures
- adjusting milk to renneting temperature and monitoring temperature
- adding optional additives to influence flavour, colour and texture during ripening
- adding starter for acidification by lactic acid or acid for direct or part-acidified milk for cheese making
- adding rennet to promote coagulation
- testing readiness of curd for cutting
- using stainless steel wire or nylon line knives to cut the curd into small particles
- carrying out agitation and optional cooking procedure
- carrying out cheese washing procedures, appropriate to type of cheese
- carrying out drainage operations
- carrying out further curd treatment, depending on the cheese type
- carrying out salting or brining process
- managing process control for moisture, pH, calcium phosphate levels, microbiology, texture and flavour in rennet-coagulated cheese making
- carrying out sampling for chemical and microbiological testing of cheese
- managing ripening process for rind cheeses, mould-ripened cheeses and bacterial surface ripened cheeses for optimum quality
- assessing rennet-coagulated cheeses for organoleptic qualities
- conducting tests for pH, moisture and salt levels in cheese
- maintaining records for cheese making

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- developing operating procedures for the cheese making process.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the common processes for making different types of rennet-coagulated cheeses, including:
  - pasta filata
  - eye cheese
  - cheddar
- the main components of milk and cheese (both curds and whey)
- types and impact of inhibitory substances in milk, including bacteriophage
- specifications of product at each stage of rennet-coagulated cheese making
- milk preparation for cheese making (standardisation and pasteurisation)
- types of starters used and their role in the fermentation process
- types of adjunct cultures and their role in the flavour and texture characteristics of the ripened cheese
- use of additives to the milk for modifying the flavour, texture and colour of the ripened cheese
- use of bacterial cultures and coagulating enzymes
- processes of coagulation and syneresis and their role in rennet-coagulated cheese making
- critical control points in the manufacture of each cheese type
- principles of brine salting and maintenance of brine salting systems for brine salted cheeses
- principles of dry salting for dry salted cheeses
- effects of pH and temperature on cheese processing performance and product quality
- lactic acid bacteria and their role in cheese making
- microbial contaminants of cheese (lipolytic bacteria, yeasts, moulds, bacillus, listeria, Escherichia coli, salmonella, coliforms and staphylococci) and their impact on cheese quality
- sampling and testing procedures
- yeasts and moulds and other microorganisms of significance in cheese making
- contamination/food safety risks associated with the process, and related control measures
- techniques used to monitor the cheese making process, such as inspecting, measuring and testing
- common causes of variation and corrective action required for each cheese making process
- organoleptic properties and their relationship to process control and ingredients in cheese making
- contamination risk of inoculants and contaminants
- food safety and quality assurance standards and procedures
- yield efficiency
- aseptic conditions and techniques for cheese making

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- cleaning and sanitation procedures in line with Australian Standards for cleaning in the dairy industry
- routine maintenance procedures for cheese making equipment
- product/batch changeover procedures
- work health and safety hazards and controls
- procedures for recording production and performance information
- environmental issues and controls relevant to the process, including waste collection and handling procedures
- Food Standards Code
- state/territory, Commonwealth and industry requirements relevant to food processing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - ingredients, production process and related equipment for rennet-coagulated cheese
  - sampling and testing equipment and procedures
  - food safety related information, including milk counts and cheese bacterial counts for milk used
- specifications:
  - manufacturers' advice and product specifications.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPCHE5004 Produce acid and heat coagulated cheese

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to produce a range of acid and heat coagulated cheeses to a commercial standard.

This unit applies to individuals employed as managers with responsibility for overseeing and developing operational procedures complying with workplace health and safety, food safety, recordkeeping and quality assurance requirements for the acid and heat coagulated cheese making process.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Cheese (CHE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain sanitation in making acid and heat coagulated cheese	1.1 Ensure all surfaces are clean and sanitised except for curing boards 1.2 Supervise stringent hygiene and quarantine procedures 1.3 Apply multi-phase cleaning systems to ensure sanitised surfaces

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and equipment 1.4 Record food safety related information, including milk counts and cheese bacterial counts
2. Implement procedures to prepare whey, milk/whey blends or cream for artisan acid and heat coagulated cheese making	2.1 Measure and analyse composition and counts in raw milk samples 2.2 Implement standard procedures for preparing raw milk 2.3 Ensure the whey is heated to prevent further acidification according to recipe 2.4 Maintain raw milk in an area separate from pasteurised milk operations
3. Promote coagulation of both curds and whey	3.1 Raise the temperature of dairy liquid to temperature specified in recipe 3.2 Acidify the hot liquid to coagulate both casein and whey proteins according to recipe 3.3 Hold the curd in the curd and whey mixture after coagulation 3.4 Maintain a log of pH and temperature to monitor yield 3.5 Carry out draining
4. Manage cooking and packaging procedures for acid and heat coagulated cheeses	4.1 Plan the cooking schedule to ensure optimal coagulation of proteins 4.2 Implement draining procedures to ensure cheese is at required consistency 4.3 Apply salting treatments to ensure salt profile effects are minimised in the finished product 4.4 Cool cheeses before packing according to cooking and packaging procedures 4.5 Maintain aseptic conditions during cooling to minimise contamination with microbial contaminants 4.6 Apply packaging appropriate for acid and heat coagulated cooked cheeses 4.7 Label the product with complete and accurate information as specified by legislation
5. Monitor and adjust process control to produce cheese with consistent taste and	5.1 Establish the process objectives of acid and heat coagulated cooked cheese making 5.2 Control the texture of the cheese by regulating pH and fat

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
quality	5.3 Control cheese flavour through choice of ingredients, such as whey, milk, cream, acidulant and salt 5.4 Establish process control parameters to optimise yield
6. Carry out sensory analysis and grading of acid and heat coagulated cheeses	6.1 Assess cheeses for evenness of texture, colour, finish and flavour 6.2 Grade cheeses according to texture, colour, finish and flavour 6.3 Analyse organoleptic properties of acid and heat coagulated cooked cheese to identify possible changes to process controls
7. Meet workplace requirements for food safety, quality and environmental management	7.1 Record food safety related information 7.2 Maintain records of cheese manufacture 7.3 Implement workplace health and safety and environmental protection procedures through a risk management approach 7.4 Implement food safety standards 7.5 Dispose of waste and review environmental impacts of the cheese making operation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret recipes and specifications from a variety of sources to consolidate information for cheese production
Numeracy	• Weigh and measure ingredients for cheese making • Test cheese to analyse pH, moisture and salts • Accurately weigh and measure ingredients for cheese making
Navigate the world of work	• Follow policies, procedures and legislative requirements for cheese making process

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCHE5004 Produce acid and heat coagulated cheese	FDFCH4004A Produce acid - heat coagulated cheese	Updated to meet Standards for Training Packages Unit code updated to reflect AQF level Minor changes to Performance Criteria to clarify the intent Minor change to title	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPCHE5004 Produce acid and heat coagulated cheese

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively overseen the production of two different types of acid and heat coagulated cheese, including:

- acidifying a heated milk mixture to promote coagulation
- carrying out drainage operations
- carrying out the cooking process
- recovering curd in the cheese
- monitoring storage and ripening (where applicable) conditions for acid and heat coagulated cheese
- conducting tests for pH, moisture, fat and salt levels in cheese
- maintaining records for cheese making
- developing operating procedures for cheese making.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the main components of milk, whey and cream for making acid and heat coagulated cheese
- specifications of product at each stage of cheese making
- standardisation of dairy liquids for acid and heat coagulated cheese
- types of acid used for coagulation
- microbial contaminants of cheese (lipolytic bacteria, yeasts, moulds, bacillus, listeria, Escherichia coli, salmonella, coliforms and staphylococci) and their impact on cheese quality
- sampling and testing procedures for microbes

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- yeasts and moulds and other microorganisms of significance in cheese making
- contamination and food safety risks associated with the process, and related control measures
- techniques used to monitor the cheese making process, such as inspecting, measuring and testing, as required by the process
- common causes of variation and corrective action required for each cheese making process
- organoleptic properties and their relationship to processes and ingredients in cheese making
- sampling procedures
- aseptic conditions and techniques for cheese making
- contamination risk of inoculants and contaminants
- food safety and quality assurance standards and procedures
- cleaning and sanitation procedures and Australian Standards
- routine maintenance procedures
- product/batch changeover procedures
- work health and safety hazards and controls
- hygiene procedures, including washing and decontamination
- procedures for recording production and performance information
- environmental issues and controls relevant to the process, including waste collection and handling procedures related to the process
- Food Standards Code
- state/territory, Commonwealth and industry requirements relevant to food processing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - ingredients, production process and related equipment for acid and heat coagulated cheese
  - sampling and testing equipment and procedures
- specifications:
  - manufacturers' advice and product specifications.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST4001 Apply food processing technologies

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement fermentation, concentration and drying, cooking or steaming processes, and to review and monitor their effectiveness and efficiency based on an understanding of food science and technology.

The unit applies to individuals who have responsibility for maintaining product safety, quality and the production environment.

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Carry out fermentation as part of food or beverage production	1.1 Prepare materials and equipment for a fermentation process 1.2 Apply and monitor a fermentation process 1.3 Test and evaluate the fermented product
2. Review a fermentation	2.1 Review the critical control points (CCPs) and critical limits for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
process for a commercial food product	product safety 2.2 Review operating procedures for food safety and quality in fermentation 2.3 Review the food safety and production plans for the fermentation process 2.4 Review environmental impacts and associated costs for fermentation in commercial food production 2.5 Take corrective action in response to out-of-specification results
3. Carry out concentration and drying as part of food or beverage production	3.1 Prepare materials and equipment for a concentration and drying process 3.2 Apply and monitor a concentration and drying process 3.3 Test and evaluate the concentrated and dried food product
4. Review a concentration and drying process for a commercial food product	4.1 Review the CCPs and critical limits for product safety 4.2 Review operating procedures for food safety and quality in concentration and drying 4.3 Review the food safety and production plan for the concentration and drying process 4.4 Review environmental impacts and associated costs for concentration and drying in commercial food production 4.5 Take corrective action in response to out-of-specification results
5. Carry out cooking or steaming as part of food or beverage production	5.1 Prepare materials and equipment for a cooking or steaming process 5.2 Apply and monitor a cooking or steaming process 5.3 Test and evaluate the cooked or steamed food product
6. Review a cooking or steaming operation for a commercial food product	6.1 Review the CCPs and critical limits for product safety 6.2 Review operating procedures for food safety and quality in cooking or steaming 6.3 Review the food safety and production plan for the cooking or steaming process 6.4 Review environmental impacts and associated costs for cooking or steaming in commercial food production 6.5 Take corrective action in response to out-of-specification results

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret manuals, diagrams, drawings and other technical information relevant to food processing technologies • Interpret procedures for test equipment • Interpret food safety guidelines and regulations • Interpret environmental management procedures and plans for different types of food processing technologies
Writing	• Document biochemical and biological changes to food products and testing criteria • Document effectiveness and efficiency of food processing technologies
Numeracy	• Monitor and adjust critical limits for processing a food product, including time and temperature, weights, flow rates and flow diversion • Determine calibration procedures and schedule for test equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST4001 Apply food processing technologies	FDFFST4001A Apply food processing technologies	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

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Assessment Requirements for FBPFST4001 Apply food processing technologies

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced two different items of food using at least two of the following technologies:

- fermenting
- concentrating or drying
- cooking or steaming.

For each process, the individual must show evidence of:

- monitoring parameters of food processing
- applying appropriate quality control processes and procedures to assess food products
- taking corrective action in response to out-of-specification results.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- fermentation:
  - biochemical principles of fermentation, including lactic acid fermentation and alcohol fermentation
  - the major microorganism groups used in fermentation, including Lactococcus, Streptococcus, Leuconostoc, Pediococcus, Lactobacillus bacterial species, yeasts and moulds
  - the role of microorganisms in the fermentation process
  - the microbial growth phases: lag phase, log phase, stationary phase and death phase

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    - materials used in the fermentation process, including raw materials/pre-processed materials and starter cultures (single strain starters, multiple strain cultures, mixed strains)
    - quality control processes and procedures used to assess fermented food products
- the principles of concentration in production, including:
    - the aim of concentration in food processing
    - the need for concentration in food processing
    - heat transfer mechanism
- the principles of drying in food production, including:
    - the aim of drying in food processing
    - the need for drying in food processing
    - heat transfer mechanism
- the principles of heat transfer in the concentration of food
- the principles of heat transfer in the drying of food
- the various methods of concentration of foods, including evaporation, filtration, reverse osmosis and freeze concentration
- the various methods of dehydrating foods, including cabinet, spray, drying and freeze dehydration
- quality control process and procedures used to assess concentrated and dried food products
- cooking or steaming:
    - the purpose and basic principles of heat sterilisation and effect on physical, chemical, microbiological and organoleptic characteristics of the cooked product
    - basic operating principles of equipment, including safe operating procedures
    - quality characteristics and conditioning required of ingredients used and their role in the product (conditioning may include reconstituting dry ingredients and bringing ingredients to a required temperature)
    - effect of ingredient quality/condition on the process
    - effect of variables including temperature, viscosity/texture, microbial load and acidity
    - heat treatment requirements for low and/or high acid foods as appropriate to production requirements
    - stages and changes that occur during the blending and heat treatment stages
    - quality requirements of the cooked product
    - relationship between time and temperature in the cooking process
- health and safety in the hazards in the workplace and controls relating to work processes
- Food Standards Code
- state/territory, Commonwealth and industry requirements relevant to food processing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food processing workplace
- resources, equipment and materials:
  - personal protective equipment required for applying food processing technologies
  - production process and related equipment, manufacturers' advice and operating procedures
  - testing equipment used to report relevant product and process information
- specifications:
  - equipment manuals, including operating parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST4002 Carry out sampling and testing of milk at receival

Modification History

Release	Comments
Release 2	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to carry out sampling and testing procedures for milk received from farm as the first operation in market milk processing or the manufacturing of milk-based products.

This unit applies to individuals who are responsible for receiving and testing milk from the dairy farm, who often work independently, using discretion and making judgements where required.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement and monitor personal hygiene standards	1.1 Ensure that personal hygiene meets the requirements of the food safety program for milk receival and handling 1.2 Identify and report risks to food safety 1.3 Wear clothing and footwear appropriate for testing and handling

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	milk to meet the requirements of the food safety program 1.4 Comply with the food safety program when moving around the milk processing plant
2. Carry out standard tests to determine the blending and further processing requirements of milk	2.1 Implement procedures for receiving and handling milk 2.2 Comply with requirements and procedures for milk testing 2.3 Sample milk using sampling procedures 2.4 Prepare and operate milk testing equipment 2.5 Record and store data in required format 2.6 Interpret results to determine that milk is within compositional and quality requirements
3. Respond to issues of contamination or other forms of non-conformance in the receival of fresh milk	3.1 Identify procedures for taking corrective action 3.2 Implement corrective and preventative measures where required 3.3 Devise or revise procedures to support control measures 3.4 Identify processes or conditions that could result in a breach of procedures and corrective actions 3.5 Control process changes so that quality assurance requirements are accomplished
4. Review sampling, handling and testing procedures for fresh milk	4.1 Identify product sampling procedures 4.2 Identify post-collection procedures 4.3 Review test results and respond to issues

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product quality and workplace procedures
Navigate the world of	• Monitor adherence to legal and regulatory standards and responsibilities for self and others

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Skill	Description
work	• Take responsibility and ownership for own work

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST4002 Carry out sampling and testing of milk at receival	FDFFST4021A Carry out sampling and testing of milk at receival	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST4002 Carry out sampling and testing of milk at receival

Modification History

Release	Comments
Release 2	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has safely and effectively carried out accurate sampling and testing of milk at receival on at least two occasions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the different types of market milk and related products
- proximate analysis profiles for milk from different commercial species of animals
- the properties of milk fats and spoilage reactions in milk fats
- the characteristics and importance of further processing of the two types of milk proteins
- the impact of nutrition and genetics on protein to fat (P:F) ratios
- the mineral composition of milk and relationship between mineral and protein, fat and lactose levels
- the types of microorganisms present in fresh milk and their impact on milk storage and processing characteristics
- characteristics and food safety implications of antibiotic residues and mastitic milk
- nutrients and micronutrients levels in fresh milk as a source of human nutrition
- pathogenic organisms in fresh milk, and processing and environmental controls
- the importance of trace antibiotics in milk in affecting market milk and milk for further processing
- the characteristics of mastitic milk and its impact on market milk and milk for further processing
- hygiene procedures for handling fresh milk
- sampling procedures

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- raw milk quality tests
- interpretation of raw milk test results
- health and safety in the workplace hazards and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a milk receival facility
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
  - milk testing equipment
  - milk samples from different sources
  - methods and related software systems for collecting data
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST4003 Apply digital technology in food processing

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to use data logging devices and computer applications in the workplace. It includes identifying data measurement and recording devices for managing food processing equipment and output.

The unit applies to individuals who work for food and beverage processing companies and are required to use digital technology to support food processing related tasks.

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify equipment requirements for data collection, recording and analysis in food processing	1.1 Identify data logging and other computerised equipment used in the work area 1.2 Identify functions of equipment, component parts and accessories 1.3 Interpret information technology (IT) systems, applications and related software for workplace activities

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Apply protocols for operating systems, software applications and operator errors 1.5 Access information on rectifying faults and operating equipment, systems and applications
2. Use IT equipment to collect data for food processing	2.1 Comply with data collection requirements to meet regulatory, enterprise and client requirements 2.2 Identify data collection control points 2.3 Set up equipment for work requirements 2.4 Use operating manuals and help screens for IT equipment and software 2.5 Select and access software packages and accessories for required applications 2.6 Collect and record data in database 2.7 Save files according to workplace instructions 2.8 Follow shutdown procedures for files, applications and equipment
3. Use computer applications to analyse data for process control and systems or product improvement	3.1 Enter or transfer data using appropriate equipment 3.2 Confirm accuracy of input 3.3 Create and save files in the appropriate manner 3.4 Identify data analysis procedures to suit work requirements 3.5 Check data analysis procedures through known test algorithms or programs 3.6 Analyse data and prepare reports in required format, including schematics and tables where appropriate
4. Implement workplace procedures for management and security of data	4.1 Transfer files to back-up and other locations as required 4.2 Follow workplace security procedures 4.3 Manage information systems appropriately 4.4 Use appropriate precautions against the loss or corruption of data

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace procedures for using digital technology in food processing equipment
Numeracy	• Source, collect and organise a range of data relevant to digital technologies used in food processing

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST4003 Apply digital technology in food processing	FDFFST4003A Apply digital technology in food processing	Errors in content corrected Updated to meet Standards for Training Packages	No equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST4003 Apply digital technology in food processing

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively used digital technology on two separate occasions, including on each occasion:

- collecting and recording accurate data about food processing
- analysing data and producing a report to suit requirement of workplace
- storing data and reports appropriately.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- compatibility of an operating system in respect to data logging equipment and databases
- food processing operation data requirements and uses
- data analysis processes
- interoperability between operating systems and between operating systems and food processing equipment
- software applicable to the operating system
- basic problem-solving in application management and help function usage
- diagnostic software and hardware
- configuration procedures
- back-up procedures
- organisational security procedures
- hardware maintenance procedures
- health and safety in the workplace hazards and controls relating to work processes.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - data logging and other computerised equipment used in the food processing area
- specifications:
  - standard operating procedures for digital equipment
  - relevant equipment manuals, including operating parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST4004 Perform microbiological procedures in the food industry

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to perform on-site microbiological procedures in the food industry. It applies to laboratory and senior technical staff, and production managers, who are required to monitor the microbiology of food and food processing operations.

The unit applies to individuals who perform on-site tests required in a food processing enterprise, interpret the results of testing as part of monitoring production processes, and identify the need for certified laboratory testing.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for safe microbiological work	1.1 Select work area, equipment and instructions for the safe handling of materials that may contain microorganisms

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
using aseptic techniques	1.2 Wear personal protective apparel 1.3 Select relevant emergency equipment for timely response to microbiological accidents 1.4 Apply correct disinfection procedures to work areas before and after use 1.5 Apply standard precautions when handling biological materials
2. Process microbiological samples and undertake microscopy	2.1 Prepare thin smears of samples and stain 2.2 Prepare liquid films of specimens for direct observation 2.3 Concentrate relevant samples to facilitate microscopy 2.4 Set up stereo and compound microscopes and identify causes of variations in image quality 2.5 Examine dry, wet and stained microbiological specimens 2.6 Clean and store microscopes
3. Apply aseptic techniques correctly to cultivate and isolate microorganisms	3.1 Prepare media for culturing cells 3.2 Perform aseptic transfers of microorganisms to prepared liquid and solid media 3.3 Streak bacteria onto media plates to isolate single colonies using aseptic technique 3.4 Select temperature conditions and gaseous environments suitable for the growth of a range of common microorganisms
4. Estimate the number of microorganisms in food and water samples	4.1 Prepare samples for testing 4.2 Carry out serial dilutions aseptically 4.3 Estimate and record bacterial growth in the sample 4.4 Calculate the bacterial load of the sample and report the results
5. Perform and interpret tests to assist in the identification of common bacterial genera	5.1 Perform tests on pure cultures to assist in the identification of major bacterial groups 5.2 Prepare pure cultures selected from common bacterial genera 5.3 Select and prepare stained specimens to demonstrate features and cellular characteristics of major bacterial groups
6. Apply quality assurance procedures commonly used in a food	6.1 Apply controls used to monitor accuracy and precision of results in a microbiological laboratory

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
testing laboratory	6.2 Perform all tests in accordance with enterprise quality procedures 6.3 Record and report all test data appropriately
7. Interpret the results of laboratory testing and relate to the production plan	7.1 Access laboratory test results 7.2 Analyse laboratory tests to identify allowable variances and critical limits in production 7.3 Make adjustments to recipes or operating procedures to ensure critical limits are complied with 7.4 Establish the need for further certified testing

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret codes of practice, regulations, and standards for food safety and critical limits of common bacterial genera • Interpret procedures and methods for food testing and use of testing equipment
Numeracy	• Record and access laboratory test results, including critical limits and allowable variances for common types of bacteria found in foods • Ensure calibration procedures are adhered to

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST4004 Perform microbiological procedures in the	FDFFST4004A Perform microbiological procedures in the	Updated to meet Standards for Training Packages	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
food industry	food industry		

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST4004 Perform microbiological procedures in the food industry

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has safely and effectively performed microbiological procedures in the food industry, including:

- safely and effectively performing a minimum of three different multi-step tests to isolate bacteria
- safely isolating, identifying and cultivating microorganisms
- effectively setting up and using microscope slides and a microscope
- recognising the use of the Gram reaction in the identification of common types of bacteria
- identifying the need for certified laboratory testing
- accurately interpreting the results of tests carried out by a certified laboratory.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- physiological characteristics of animal, plant and microbial cells
- microbiological terminology relevant to role
- use of protective clothing and biological safety cabinets
- aseptic sampling techniques
- disinfection and sterilisation as applied to practical aspects of microbiology
- microbial diversity and growth
- aseptic techniques used to cultivate and isolate microorganisms
- microorganisms of significance in the production and spoilage of foods
- chemical and physical methods available for controlling microbial growth
- methods for sterilisation or control of a given microorganism
- the Gram reaction in the identification of common types of bacteria

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- purpose of the food tests conducted
- commonly used rapid test kits and their purpose
- rationale for sample dilution when preparing materials for enumerating organisms and other pure culture work
- forms of bacterial colonies on common media used in bacteriological investigations in the food industry
- impact of temperature conditions and gaseous environments on the growth of a range of common microorganisms
- health and safety in the workplace environmental, and quality assurance procedures commonly used in food testing laboratories.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a food testing laboratory
- resources, equipment and materials:
  - personal protective equipment required to perform on-site microbiological procedures in the food industry
  - common laboratory equipment and a sufficient range of samples to allow microbiological procedures to be demonstrated
- specifications:
  - procedures and templates used to report relevant product and/or process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST4005 Document food processes and supporting procedures

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to document the operational steps in producing a processed food product and developing the procedures that support the operation.

The unit applies to individuals who are required to document processes and procedures for food processing, and who have responsibility for monitoring and maintaining product safety and quality and the production environment.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the stages and operations required in the processing of a food	1.1 Identify inputs, production processes and outputs 1.2 Analyse each step in processing operation and identify

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
product	opportunities to make adjustments 1.3 Identify hazards to food safety and product quality at each stage of production
2. Identify the facilities, equipment, workflow and process controls for a processed food product	2.1 Analyse functions of each production stage 2.2 Identify equipment used to perform each operation stage 2.3 Identify the facilities, workflow and layout of the work area and links with other parts of the organisation 2.4 Document process controls for a processed food product 2.5 Review the work team structure and the roles and responsibilities of team personnel for a given food product 2.6 Investigate information management processes for a food processing operation
3. Produce documentation for nominated unit operations	3.1 Draft a flow diagram using correct nomenclature and symbols to show processes, inputs and outputs 3.2 Highlight suggestions for improvements to product quality and operational efficiency 3.3 Quantify energy and resource usage, and environmental impacts, of production processes 3.4 Review procedures for testing for yields and variances at each stage 3.5 Identify areas for process improvement for further analysis

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret manuals, diagrams, drawings and other technical information relevant to producing a processed food product • Interpret codes of practice, regulations, and standards for food safety

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Skill	Description
Writing	• Clearly and accurately document operational steps and procedures in producing a processed food product
Numeracy	• Source, collect and organise a range of data required during the steps for producing a processed food product
Get the work done	• Represent food processing operations in a diagrammatic form

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST4005 Document food processes and supporting procedures	FDFFST4005A Document processes and procedures for a food product	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Updated title	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST4005 Document food processes and supporting procedures

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively documented at least one complete food processing operation, including:

- documenting supporting procedures for the operation
- identifying unit operations and representing a food processing operation in a diagrammatic form
- identifying review mechanisms for calculating variances and outputs that are outside of specification, and to identify areas for further refining and development under continuous improvement for a food product.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic theory behind each major operation, including material transfer, separation, size reduction, combining, heat exchange, biochemical transformation, shaping and extrusion
- criteria used to select equipment for food processing operations
- basic operating principles for the equipment used
- process flow charts and process control
- information and format requirements for documenting processes and procedures
- techniques for quantifying energy and resource use
- concepts of waste and approaches used to reduce waste and improve efficiencies
- hazards and controls relating to food processing operations.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food processing workplace
- resources, equipment and materials:
  - food processing equipment
  - methods and related software systems required to produce flow diagrams for nominated unit
- specifications:
  - production process and related equipment, manufacturers' advice and operating procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST4006 Apply food preservation technologies

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to apply food preservation technologies and to review their effectiveness and efficiency based on an understanding of food science and technology.

The unit applies to individuals who oversee the preservation of food. It covers low and high temperature preservation as well as the evaluation of alternative preservation methods, including irradiation and high pressure processing.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Apply high temperature preservation methods for food	1.1 Establish the need for heat treatment of foods 1.2 Implement preparatory procedures for heat treatment processes 1.3 Develop a process chart for the implementation of high

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	temperature preservation 1.4 Apply and monitor heat treatment processes 1.5 Assess the physical, biochemical and microbiological changes to a food product after heat treatment
2. Apply low temperature preservation methods for food	2.1 Establish the need for chilling or freezing treatments of foods 2.2 Implement preparatory procedures for chilling or freezing treatment processes 2.3 Develop a process chart for the implementation of low temperature preservation 2.4 Apply and monitor chilling or freezing processes for food preservation 2.5 Assess the physical, biochemical and microbiological changes to a food product after chilling or freezing treatment processes
3. Evaluate alternative existing technologies for food preservation	3.1 Establish the need for irradiation and high pressure preservation techniques 3.2 Develop a process chart for the implementation of irradiation or high pressure preservation 3.3 Review the effectiveness and consumer acceptance of irradiation 3.4 Assess the physical, biochemical and microbiological changes to a food product after irradiation or high pressure treatment

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret manuals, diagrams, drawings and other technical information relevant to food preservation technologies • Interpret food safety guidelines, codes of practice, standards and regulations
Writing	• Document effectiveness and efficiency of food preservation technologies

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Skill	Description
Numeracy	• Analyse process controls for food preservation operations • Source, collect and organise a range of data relevant to food preservation technologies
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST4006 Apply food preservation technologies	FDFFST4006A Apply food preservation technologies	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST4006 Apply food preservation technologies

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented two food preservation processes, including:

- heat treatment, and
- chilling or freezing.

For each process, the individual must:

- identify the effects of the preservation process on the food
- identify processing/operating parameters required of each process to meet safety and production requirements
- identify a food suited to the preservation process
- review the effectiveness of the treatment.

There must also be evidence that the individual has:

- evaluated the effects of irradiation or high pressure preservation on one food item.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- heat treatment principles, including:
- the relationship between high temperature and deactivation and destruction of microorganisms

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  - the differences between blanching, steaming, canning and other methods of heat application to food
  - the effects of application of heat on qualities and properties of food stuffs
  - biochemical, microbiological and physical changes to food as a result of heat application
  - critical quality defects that can occur as a result of heat treatment
  - how operating conditions, including temperature fluctuations or water/steam contacts with food, affect the nutritional/chemical composition of food
  - how product parameters, including type, size, shape and chemical and biological composition affect the effectiveness of heat treatment on food
  - the calculation and interpretation of Fo, Lethality and Fh values
- low temperature processes, including:
  - the different techniques adopted in industry for freezing food products
  - appropriate freezing techniques, including freeze drying, for specific food products
  - industrial refrigerants currently used today to maintain low temperatures in chillers and freezers
  - the efficiency, cost and environmental impact of such refrigerants
  - biochemical, microbiological and physical changes to food as a result of slow or quick freezing
  - critical quality defects that can occur as a result of freezing and long term freezing of foods
  - how operating conditions, including temperature fluctuations, humidity and air velocity, affect the effective chilling and freezing and refrigeration of food
  - how product parameters, including type, size, shape and chemical and biological composition affect the effective chilling and freezing of foods
  - the appropriate freezing techniques for the major types of foods that can be frozen without loss of quality: fruits, vegetables, seafood, meats, baked goods and ready-to-eat food
  - refrigerants used in the past, including chlorofluorocarbons (CFCs) and hydrochlorofluorocarbons (HCFCs), and the ones currently used, including HCFC-123 and various blends
  - why certain refrigerants are a problem for the environment, including depletion of the ozone layer and ‘Greenhouse’ effect
- irradiation equipment, including:
  - types of foods suitable for irradiation
  - consumer acceptance and issues with irradiation
  - the most suitable irradiation techniques for specific food products
  - physical changes caused by irradiation of food
  - impact of irradiation on different species of microorganisms
  - enzymatic and other chemical changes caused by irradiation
  - potential quality defects that arise as a result of irradiation of food

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    - processing/operating parameters of irradiation equipment as required to meet safety and production requirements
    - irradiation equipment safety and operation
    - labelling and other regulatory requirements of irradiation of food
- high pressure equipment, including:
    - types of foods suitable for high pressure processing
    - the most suitable high pressure techniques for specific food products
    - possible physical changes caused by high pressure processing of food
    - the impact of high pressure preservation technology on different species of microorganisms
    - enzymatic and other chemical changes caused by high pressure processing
    - potential quality defects that arise as a result of high pressure processing of food
    - operating procedures of high pressure processing equipment as required to meet safety and production requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food processing workplace
- resources, equipment and materials:
    - personal protective equipment required for applying food preservation technologies
    - food preservation equipment, manufacturers' advice and operating procedures
    - methods and related software systems as required for carrying out food testing and preservation and collecting data.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST4007 Establish operational requirements for a food processing enterprise

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to establish operational requirements for a food processing enterprise.

This unit applies to food technologists, quality and food safety supervisors, technical specialists, and to middle management personnel who are new to the industry. It includes gaining an understanding of the economic and political structure of the industry, production stages and methods, the key factors affecting food safety and quality, and reporting procedures. The person who undertakes this unit must be aware of the intent and detail of legislation and be able to review compliance procedures.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify key issues and	1.1 Identify the range of job roles and responsibilities for a food

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
organisations that impact the Australian food processing industry	processing operation 1.2 Determine the environmental impacts of a food processing operation 1.3 Determine the impacts of customer expectations for product integrity, quality, safety and nutritional value on food processing operations 1.4 Identify the roles of key regulatory and industry bodies for a food processing sector
2. Identify the sequence of operations for processing a range of products in a sector	2.1 Review procedures for the assembling and preparation of ingredients 2.2 Define the storage and handling requirements of ingredients for a food product 2.3 Construct a flow chart for the processing operations for a food product 2.4 Determine the specifications for a food product and comply with the methods used to ensure critical limits
3. Determine factors affecting food safety and product quality during processing	3.1 Identify key food safety issues in food processing 3.2 Review food safety procedures 3.3 Apply hygiene procedures for a food processing operation 3.4 Determine factors affecting shelf life and spoilage in food products 3.5 Define the nature and purpose of a product testing program
4. Write and review standard operating procedures to comply with legislation relating to product and processing	4.1 Identify relevant legislation and regulations that apply to food production, packaging and labelling 4.2 Define the purpose and scope of relevant legislation 4.3 Identify the roles and responsibilities of authorities responsible for administering legislation 4.4 Define operational and product requirements to comply with legislation 4.5 Document or revise standard operating procedures based on the enterprise’s templates and systems, incorporating improvements
5. Define organisational requirements to comply with legislation relating to food premises,	5.1 Review legislation and regulations that apply to food premises, storage facilities and equipment 5.2 Identify the purpose and intent of relevant legislation

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
equipment design and storage facilities	5.3 Identify the roles and responsibilities of authorities responsible for administering legislation 5.4 Establish and review procedures to support compliance with legal requirements
6. Provide written reports and presentations on food processing issues	6.1 Identify areas of non-compliance or with potential for process improvement 6.2 Collect information and use problem-solving strategies to review procedures 6.3 Present data, discussion and recommendations in a formatted report 6.4 Deliver presentations that incorporate technical data and information

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret manuals, diagrams, drawings and other technical information relevant to a food processing enterprise • Interpret food safety guidelines, codes of practice, standards and regulations relevant to a food processing enterprise • Interpret environmental management procedures and plans for different types of food processing technologies
Writing	• Document clear and accessible standard operating procedures
Numeracy	• Source, collect and organise a range of data relevant to a food processing enterprise
Get the work done	• Identify current innovative practice and organisational trends • Use a computer, keyboard and software to collect and file research data

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST4007 Establish operational requirements for a food processing enterprise	FDFFST4007A Establish operational requirements for a food processing enterprise	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST4007 Establish operational requirements for a food processing enterprise

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has established and/or reviewed procedures to support compliance in a food processing enterprise, on at least one occasion, and produced a report that includes:

- identifying systems, roles and procedures in place for food safety and quality assurance
- identifying legal requirements for the packing, production and labelling operations of a food production enterprise
- identifying areas of non-compliance with relevant regulations
- making recommendations for improvements, including revised standard operating procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- industry organisations and representative bodies in food processing and their roles
- key job roles and responsibilities in the food processing industry
- the environmental impacts of a food processing operation
- customer expectations and community perceptions of the food processing industry
- the legal responsibilities of a food processing company, including:
  - product content (Food Standards Code)
  - product packaging and labelling, including use of nutritional information panels (Food Standards Code)
  - design requirements of food premises and equipment
  - requirements of storage facilities used for materials, ingredients and final product

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    - other requirements as appropriate to the product and/or market (import and/or export legislation)
- the purpose and intent of relevant legislation
- emerging technologies in food processing
- food testing methods
- procedures for quality assurance (QA) and food safety
- potential hazards that could be introduced as a result of equipment design and configuration
- associated risks in handling chemicals and dangerous goods
- recording requirements to comply with legislative requirements
- workplace report templates and protocols
- oral and written communication strategies and protocols
- the rights and responsibilities of related officers to access the production site
- health and safety in the workplace hazards and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
    - production process and related equipment, manufacturers' advice and operating procedures
    - methods and related software systems for collecting data and calculating yields, efficiencies and material variances appropriate to production environment
    - workplace information recording systems, requirements and procedures
- specifications:
    - equipment manuals, including operating parameters
    - workplace processes and procedures
    - workplace documentation, including specifications and procedures
    - relevant legislation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST4008 Preserve food in cans or sealed containers

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to process low acid foods and preserve food in hermetically sealed containers or hermetically sealed packaging.

The unit applies to individuals who have responsibility for maintaining product safety, quality and the production environment in processing and sealing food into airtight containers. Airtight containers are described as two- and three-piece cans used in food production, as well as pouches and other sealed containers.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Supervise the preparation of the packaging materials for thermal processing	1.1 Identify suitable containers for thermal processing 1.2 Assess the container’s properties, function, and integrity 1.3 Set up the container closing mechanism and undertake a trial

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	operation 1.4 Measure and calculate the characteristics of the container
2. Supervise food preparation and filling of containers	2.1 Identify the quality requirements of raw materials for processing 2.2 Ensure procedures for dicing and slicing are correctly performed 2.3 Implement the blanching process using either steam, water, microwaves or hot gas 2.4 Apply filling procedures for syrups and brines to produce the specified headspace 2.5 Weigh containers with headspaces and record drained and net weights 2.6 Carry out exhausting to remove all gases from the headspace and oxygen from the container 2.7 Monitor closing of the container
3. Ensure hermetic sealing of processed food product	3.1 Ensure materials are cooked and prepared in an aseptic environment, according to food safety requirements 3.2 Place materials into containers and hermetically seal
4. Eliminate harmful microorganisms in the hermetic sealing or canning of low acid foods	4.1 Identify microorganisms relevant to preserving of low acid foods 4.2 Interpret the D-value of microorganisms 4.3 Assess the types of microbial spoilage important in thermal processing 4.4 Document the process for eliminating the risk of microbial spoilage in a food product
5. Assess the impact of acidification in relation to hermetic sealing or canning of low acid foods	5.1 Measure the acidity of a range of foods 5.2 Identify the relationship between acidity and growth of microorganisms 5.3 Establish critical control points (CCPs) for acidified foods
6. Monitor retort operation	6.1 Load containers onto baskets 6.2 Ensure retorts are sealed 6.3 Ensure air trapped inside the retort is removed prior to processing 6.4 Build up pressure in the retort and maintain sterilisation temperature

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	6.5 Cool the container in chlorinated water
7. Review thermal processing operation	7.1 Review CCPs for thermal processing operation 7.2 Review data to ensure adherence within critical limits for each CCP 7.3 Review operating procedures to ensure a quality product

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret manuals, diagrams, drawings and other technical information relevant to processing and sealing food into airtight containers • Interpret food safety guidelines, codes of practice, standards and regulations
Numeracy	• Compute test results and tables for preserving food in airtight containers, and recognise statistical variance and deviations
Get the work done	• Take corrective action in response to out-of-specification results

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST4008 Preserve food in cans or sealed containers	FDFFST4008A Preserve food in cans or sealed containers	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		clarify intent	

Links

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Assessment Requirements for FBPFST4008 Preserve food in cans or sealed containers

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has safely and effectively preserved two different foods in cans and/or sealed pouches, including:

- supervising the food preparation for each process
- supervising the set-up and operation of hermetically sealed packaging or canning equipment
- establishing the critical control points (CCPs) and critical limits
- calculating pressures, temperatures and cooking times to eliminate the risk of microbial spoilage for a canning or hermetic sealing operation, including:
  - calculated the Lethality value for a product
  - calculated the Fo value from available date by using the graphical integration method and the Gillespie method
  - calculated the Sterilisation value of process by using the trapezoidal method and the microorganism population method
  - calculated the Fh value for different container sizes
  - calculated the time it would take to reach a given temperature at the slowest heating point in a can
  - constructed confidence intervals for mean and standard deviation
  - computed ‘t-test’
  - read and interpreted ‘t-table’
  - determined significance of results using ‘t-test’
  - calculated X2
  - tested X2 significance at 95 and 99%
  - monitored preserving process and recognised a process deviation.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- definition of commercial sterility
- factors that impact the thermal process
- types of thermal processing systems
- the principles and purposes for blanching
- the function and use of each system
- the parts of a retort/cooker
- principles of thermal processing, including use of a retort
- aseptic technique for packaging food under aseptic conditions
- characteristics of two-piece and three-piece (seamed) cans
- dicing, slicing, blanching and brining processes
- the types microorganisms relevant to the canning of low acid foods, including their basic structure and growth patterns
- D-value of microorganisms
- low acid foods, acidification and their relationship to the growth of organisms
- critical control points in preservation process
- the chemical properties and application of chlorine in canning, and how it affects microorganisms
- methodology for the measurement of chlorine in cooling water
- D, Z, J, Fo and Fh values
- Thermal Death Rate, Lethality value and Sterilisation value
- confidence intervals and tests of significance
- approximation
- principles of variability
- principles of variance
- relevant legislation and regulations that apply to the canning process of low acid foods
- health and safety in the workplace hazards and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food processing workplace
- resources, equipment and materials:
  - personal protective equipment required for processing and sealing food into airtight containers
  - production process and related equipment, manufacturers' advice and operating procedures

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  - equipment and facilities for carrying out canning processes and testing of thermally processed products
- specifications:
  - methods and related software systems as required for carrying out food testing and preservation, and collecting data.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST4010 Apply sensory analysis in food processing

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to identify sensory evaluation techniques and to use appropriate terminology when describing the organoleptic properties of food.

The unit applies to quality managers, production supervisors and testing staff who work in food and beverage processing companies and are required to implement procedures for sensory testing.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the organoleptic properties of food	1.1 Recognise the five basic tastes (sweet, salty, bitter, sour and umami) 1.2 Identify the textural properties of food

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify aromas and flavours 1.4 Recognise the effect of colour on the visual properties of food
2. Confirm and implement procedures for sensory evaluation of a food product	2.1 Outline the purpose and procedures for various sensory evaluation tests 2.2 Review the methodology of the sensory evaluation tests 2.3 Identify the factors influencing sensory evaluation tests
3. Coordinate a sensory analysis panel	3.1 Instruct panellists on the procedure 3.2 Prepare samples according to sensory testing protocols 3.3 Devise or access appropriate recording documentation for the sensory evaluation test 3.4 Organise panel members and coordinate sensory testing 3.5 Record the results of the tests for analysis

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food testing methodology and practices • Interpret food safety guidelines, codes of practice, standards and regulations relevant to a food processing enterprise
Writing	• Document and review sensory food testing results • Record test results
Numeracy	• Source, collect and organise data for applying sensory analysis in food processing
Interact with others	• Use effective language and communication skills to facilitate discussions

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST4010 Apply sensory analysis in food processing	FDFFST4010A Apply sensory analysis in food processing	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST4010 Apply sensory analysis in food processing

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively applied sensory analysis in a food processing environment, including:

- analysing and describing the organoleptic properties of two different foods, including:
  - taste – sweet, salty, bitter, sour and umami
  - texture
  - aroma
  - flavour
  - colour
  - visual properties
- implementing procedures for sensory testing
- coordinating a taste panel made up of at least three panellists, and recording the results.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomy, physiology and functions of taste and smell to determine sample appearance, texture, aroma and flavour
- the primary flavour characteristics of sweet/sour, umami and bitter/salty
- interaction of sensory activity, including the interaction between taste and smell, and effect of temperature on samples
- associated characteristics of mouth feel and appearance
- the various sensory evaluation tests used in the food processing industry

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- principles and purpose of test methods implemented (why they are used and what they demonstrate)
- quality requirements for conducting a taste panel
- descriptive, discriminative and affective sensory methods
- information used to select suitable panellists
- attributes of panellists that could affect the results
- organisational quality procedures for sensory testing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real sensory testing workplace environment
- resources, equipment and materials:
  - methods and related software systems as required for collecting data from sensory testing
  - food products for testing
- specifications:
  - sensory testing procedures and related equipment and product for samples.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST4011 Apply the principles of nutrition to food processing

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to provide nutritional information on processed food and to determine procedures that optimise the nutritional value of a product.

This unit applies to individuals who work as production and technical supervisors, quality managers and members of product development teams, who are responsible for monitoring the nutritional value of processed foods, interpreting label information and assisting in development and testing of products.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Interpret labelling requirements to provide nutritional information	1.1 Review food storage and preparation information on food labels 1.2 Compare the nutritional values of similar processed food products based on information supplied on the label

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Interpret nutritional information on product labels to determine suitability for customers with specific requirements
2. Evaluate the impact of processing methods on the nutritive value of processed compared to fresh food	2.1 Determine the effect of processing on the stability and availability of macro- and micronutrients in a range of food products 2.2 Investigate processes for modification of processed foods to enhance nutritional value 2.3 Compare food storage methods for the retention of nutritive value and food chemicals, including preservatives 2.4 Investigate the nutritional impact of a range of additives for flavour or colouring enhancement 2.5 Establish permissible levels of artificial additives and write health warnings for food products
3. Contribute to the development of a food product to meet a specified dietary requirement	3.1 Identify appropriate foods for customers with specific requirements or health challenges 3.2 Identify common nutritional deficiencies and related diseases 3.3 Match the nutritional properties of foods to specified requirements 3.4 Contribute to development of a food product using nutritional knowledge

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Document nutritional information
Numeracy	• Analyse and calculate nutritional values of food products
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications • Provide information about innovative practices, processes and products

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST4011 Apply the principles of nutrition to food processing	FDFFST4011A Apply the principles of nutrition to food processing	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST4011 Apply the principles of nutrition to food processing

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has applied the principles of nutrition to a minimum of three different foods in a food processing environment, including:

- determining the nutritive value of processed food products based on nutritional information
- assessing the impact of food processing and preservation techniques on nutrient retention in the food product
- applying knowledge of food properties and nutrition to contribute to product development or planning.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- roles of proteins, carbohydrates, vitamins and minerals, dietary fibre, lipids and water in nutrition
- the processes of digestion, absorption and energy metabolism in the human body
- the effects of processing and storage on nutrients, and the methods for overcoming these
- nutritional needs of typical customers to the business
- typical human energy requirements
- impacts of processing on nutritive properties of food
- nutritional information on food labels
- product development processes
- processing methods that reduce negative nutritional effects or cater for nutritional deficiencies
- use of additives as nutritional enhancers

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- key macro- and micronutrients for a healthy diet
- dietary guidelines and legislative requirements related to processed foods
- nutrition-related risk factors and diseases
- common food intolerances and allergies
- common diseases caused by nutritional deficiencies
- modified and functional foods and nutraceuticals
- public health and environmental hazards, in relation to nutrition.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - production process and related equipment, food testing data and operating procedures
  - methods and related software systems for collecting data and calculating yields, efficiencies and material variances appropriate to production environment
- specifications:
  - test methods used to report relevant product/process information and recorded results
  - nutritional information on ingredients and food products.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST4012 Apply water management principles to the food industry

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required of quality assurance and technical staff to monitor and manage water quality and usage in a food processing operation.

This unit applies to individuals who are responsible for maintaining product safety, quality and efficiency of food processing operations that use water by managing their own work and the quality of the work of others within known parameters. This includes using discretion and judgement in the selection and use of available resources.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the sources and quality of water available to food	1.1 Identify current and possible future sources, and quality, of raw water 1.2 Identify the quality requirements of water for food processing

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
processing plants	operations 1.3 Assess the chemical properties and suitability of water supplied from a range of sources, including water recycled from the food processing plant 1.4 Assess the consumption of non-recycled water, and formulate a reduction strategy
2. Identify raw water pre-treatment processes	2.1 Obtain data on quality of supplied water 2.2 Document the steps involved in water purification of that water 2.3 Identify water disinfection and pre-treatment methods and equipment
3. Apply efficient and sustainable water management principles to the food processing industry	3.1 Identify opportunities for reducing water usage 3.2 Identify sources and characteristics of waste water generated across the operation 3.3 Identify methods for treating and recycling water for reuse 3.4 Identify opportunities to reduce the volume of waste water and improve treatment methods 3.5 Review procedures for future water management and set critical limits 3.6 Document outcomes of review

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Interpret food safety, water management and environmental protection guidelines and regulations • Interpret water management procedures
Numeracy	• Analyse data resulting from testing of water • Determine calibration procedures and schedules for test equipment
Navigate the world of	• Monitor adherence to legal and regulatory standards and

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Skill	Description
work	responsibilities for self and others
Get the work done	• Gather data and feedback to strengthen product quality and processes in the future

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST4012 Apply water management principles to the food industry	FDFFST4012A Apply water management principles to the food industry	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST4012 Apply water management principles to the food industry

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has safely and effectively applied water management principles to the food industry on at least one occasion, including:

- assessing the chemical properties of water to determine its suitability for use in food processing
- identifying appropriate disinfection methods
- monitoring water usage for a food processing operation
- identifying opportunities to reduce water use and improve quality
- reviewing water management procedures in food processing to reduce volume of waste water and improve water quality.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- water quality requirements, including:
  - chemical specifications, including pH, total suspended solids (TSS), total dissolved solids (TDS), heavy metals
  - microbiological specifications, including BOD, presence of fecal coliform, bacteria, cryptosporidium, Giardia
- water purification processes in general
- water disinfection methodologies and systems suitable for the food processing industry, including chlorination, ozonation and UV irradiation
- waste water treatment (relevant to a food processing plant), including primary, secondary and tertiary waste water treatment stages
- waste stream characteristics and classification in relation to the food processing industry

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- methods of reducing, reusing and recycling water in a food processing operation, including implementation and routine monitoring of waste reduction practices, and use of consumable, returnable, refillable or reusable packaging
- Commonwealth, state/territory legislation and local bylaws governing prescribed wastes
- legal requirements for water discharge
- regulations relating to the processing and disposal of food waste
- the major requirements contained in the environmental protection legislation, including state/territory environmental regulatory certification procedures, permits and waste discharge agreements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food processing workplace
- resources, equipment and materials:
  - testing and analysis equipment
  - water samples
- specifications:
  - methods and procedures for analysing and purifying water samples
  - water management procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5001 Monitor refrigeration and air conditioning systems in food processing

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to coordinate the monitoring of refrigeration and air conditioning systems in food processing and storage. The individual is required to demonstrate deep knowledge in a specific technical area and to design solutions to sometimes complex problems.

This unit applies to individuals who are responsible for maintaining product safety and quality in food processing, including general food production, meat and seafood industries, and exercise autonomy in undertaking complex work.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Coordinate a refrigeration system in	1.1 Identify refrigerants and their required properties 1.2 Monitor performance of the refrigeration system in the production

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
the production of food products	process 1.3 Analyse performance of a refrigeration system 1.4 Identify and evaluate ways to improve the performance of the refrigeration system
2. Coordinate an air conditioning system in the production of food products	2.1 Identify common forms of air conditioning systems used in the production of food products 2.2 Assess air conditioning requirements for a given situation in the production process 2.3 Identify variables on a psychrometric chart 2.4 Apply psychrometric charts for the analysis of air conditioning systems in the production process 2.5 Monitor the performance of the air conditioning system in the production process 2.6 Rectify issues with performance of air conditioner 2.7 Monitor energy efficiency to reduce costs and environmental impacts 2.8 Report problems to the designated person

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret industry standards • Interpret technical manuals for refrigeration and air conditioning systems
Numeracy	• Maintain and analyse data resulting from testing of refrigeration and air conditioning system • Determine calibration procedures and schedule for test equipment
Get the work done	• Problem-solve issues as they arise

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5001 Monitor refrigeration and air conditioning systems in food processing	FDFFST5001A Monitor refrigeration and air conditioning systems in food processing	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5001 Monitor refrigeration and air conditioning systems in food processing

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has monitored refrigeration and/or air conditioning systems in food processing on at least one occasion, and:

- identified characteristics of a refrigeration system in the production of food products
- interpreted the function of key components in a refrigeration system
- appraised the performance of a refrigeration system in the production process
- identified the common forms of air conditioning systems used in the production of food products
- recognised common faults and identified how the faults should be rectified.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- refrigeration systems in the production of food products
- refrigerants and their properties
- function of key components in a refrigeration system
- common forms of air conditioning systems used in the production of food products
- elements and uses of psychrometric charts
- energy efficiency and environmental impacts of refrigeration and air conditioning systems
- health and safety in the workplace hazards and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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    - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
    - refrigeration and air conditioning systems and related equipment, manufacturers' advice and operating procedures
- specifications:
    - operating system data.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5002 Identify and implement required process control for a food processing operation

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to determine the required process control system for a food production process. The individual is required to demonstrate deep knowledge in a specific technical area and to design and communicate solutions to sometimes complex problems.

This unit applies to individuals who are responsible for maintaining product safety, quality and efficiency in food production, including general food production, meat and seafood industries, and exercise autonomy in undertaking complex work.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Analyse production processes	1.1 Identify the processes used in the food production 1.2 Establish the characteristics used to define the operation of a

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	process 1.3 Identify the operating principles of the processes 1.4 Establish the operating standards, capabilities and maintenance requirements for equipment and accessories used in the specified production process 1.5 Define product characteristics and common variations
2. Determine control mechanisms, modes of control and data collection points for a specified food production process	2.1 Examine the operation of different types of control mechanisms 2.2 Determine modes of control that can be used with the various control mechanisms 2.3 Document data requirements and collection points appropriate for food safety, quality and production standards 2.4 Adjust procedures to deal with non-conformance in relation to process and the final product
3. Verify process control systems for food process	3.1 Consult with appropriate operational, quality and maintenance personnel to ensure understanding of process control requirements for food processes 3.2 Analyse standard operational procedures for accuracy and relevance 3.3 Conduct test runs and confirm compliance with requirements 3.4 Apply statistical analysis to verify the process and recommend required system improvements 3.5 Arrange the ongoing collection and analysis of required data

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret standard operational procedures
Navigate the world of	• Monitor adherence to legal and regulatory standards and

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Skill	Description
work	responsibilities for self and others
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications
Get the work done	• Problem-solve issues as they arise • Monitor outcomes of decisions and identify key product quality system concepts and principles that may be adaptable to future situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5002 Identify and implement required process control for a food processing operation	FDFFST5002A Identify and implement required process control for a food processing operation	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5002 Identify and implement required process control for a food processing operation

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has determined the required process control for at least one food processing operation, including:

- analysing process control methods used to achieve the food safety, quality and production standards
- selecting process control mechanisms and processes appropriate to the food production operation
- adjusting procedures to deal with non-conformance
- determining data collection requirements
- monitoring data collection to ensure it is timely, relevant and accurate
- calculating, analysing and verifying relevant statistical measures
- conducting a trend analysis of food processing data
- communicating control requirements to staff
- forming conclusions from statistics-based process control information.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the basic operating principles of equipment and accessories used in food production processes and systems
- different types of processes used in food production systems
- the inter-relationships between food processing stages and the effect of variation in processing parameters on process outcome and on final product
- specific plant process operations

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- emergency shutdown procedures
- instrumentation and control systems
- the operation process control mechanisms in the relevant processing operation
- typical instrumentation used for process control in the relevant processing operation
- product specifications and tolerances
- system operating parameters
- data collection requirements for process control mechanisms
- methods used for statistical analysis of process control data
- reporting requirements for process control outcomes
- health and safety in the workplace hazards and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
  - methods and related software systems for collecting data and calculating yields, efficiencies and material variances appropriate to production environment
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5003 Construct a process control chart for a food processing operation

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to construct a process control chart for a food processing operation in general food production, meat and seafood industries. The unit does not cover applying statistics to analyse mechanical, electrical, electronic or fluid power systems. However, it includes applying statistics to food processing equipment to determine process capability and to construct a process control chart for the food processing operation.

This unit applies to individuals who are responsible for establishing and maintaining product safety, quality and efficiency in food processing and who undertake roles in product design or quality and production management.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Apply tools and techniques to collect and present data	1.1 Identify the key characteristics and uses of attribute and variable data 1.2 Determine the concepts of frequency and distribution 1.3 Determine the frequency and distribution of supplied data for various measurement levels 1.4 Identify and apply data collection tools, including check sheets, surveys and logs 1.5 Construct appropriate charts and graphs using available data
2. Interpret charting tools and techniques in process control	2.1 Interpret and analyse the concept of process capability and its implications 2.2 Apply probability distributions in analysing process capability 2.3 Interpret control charts used to monitor processes 2.4 Identify the application of charting methods to establishing process capability, evaluating process changes and interpreting simple experiments
3. Determine the process capability of a piece of equipment on a production line	3.1 Identify the scope and purpose of the process 3.2 Determine a representative data sample 3.3 Select appropriate data collection techniques 3.4 Collect data to meet sampling requirements 3.5 Select and apply appropriate statistical analysis techniques 3.6 Calculate all relevant parameters for the determination of process capability statistically 3.7 Incorporate the process capability value for each piece of equipment into process control for the whole operation
4. Construct a process flow chart	4.1 Identify scope and purpose of average and range charts in the food industry 4.2 Calculate all relevant parameters for use in preparing both average and range charts statistically 4.3 Prepare average and range charts, showing all pre-calculated parameters 4.4 Interpret trends and cyclic patterns of average and range charts 4.5 Design an action plan based on the results of average and range

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret industry standards
Writing	• Document recommendations regarding the outcomes of the process capability
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications • Use industry standard terminology
Get the work done	• Monitor outcomes of decisions and identify key product quality system concepts and principles that may be adaptable to future situations • Use digital tools to monitor processes and access and organise complex data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5003 Construct a process control chart for a food processing operation	FDFFST5003A Construct a process control chart for a food processing operation	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5003 Construct a process control chart for a food processing operation

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively constructed a process control chart for at least one food processing operation, including:

- applying Poisson and binomial distributions to supplied attribute data
- calculating and interpreting indices of variability
- identifying skewed distributions
- calculating and interpreting indices of significance and variance
- calculating and interpreting indices of probability
- analysing control charts to monitor processes
- applying control tools and data collection techniques to determine process capability
- applying the uses of average and range charts in the food industry
- calculating statistically all relevant parameters for use in preparing both average and range chart
- preparing average and range charts showing all pre-calculated parameters
- interpreting trends and cyclic patterns of average and range charts
- preparing an action plan based on the results of average and range
- describing and calculating measure of central tendency
- identifying the principles of process capability
- calculating all relevant parameters for the determination of process capability statistically
- interpreting process capability value in relation to the overall process
- representing data in graphs, tables, averages and percentagespreparing a report with recommendations regarding the outcomes of the process capability.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the terms statistic and parameter
- the concept of statistical inference
- principles of variability and variance
- types and causes of variation
- probability principles
- Poisson and binomial distributions
- characteristics of the normal distribution
- the role of statistical quality control
- concepts of process capability, acceptance levels and process improvement
- the relationship between probability and statistical inference
- the concept of variation within processes and recognition of its implications for process design and management
- the scope and purpose of average and range charts in the food industry
- all relevant parameters for use in preparing both average and range chart
- pre-calculations of parameters of average and range charts
- trends and cyclic patterns of average and range charts
- the preparation of an action plan based on the results of average and range
- the definition of process capability
- process capability values.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
  - methods and related software systems for collecting data and calculating yields, efficiencies and material variances appropriate to production environment
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPFST5004 Specify and monitor the nutritional value of processed food

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to provide nutritional information for processed food, and to implement procedures to optimise the nutritional value of a product.

This unit applies to individuals who are responsible for specifying and monitoring the nutritional value of foods through processing and verifying the accuracy of label information in technical management roles or product development roles.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess the benefits of food products developed or modified to meet the	1.1 Investigate common nutritional deficiencies and related diseases 1.2 Identify appropriate diets for customers with specific requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
needs of a customer group	or health challenges 1.3 Identify and categorise modified and functional foods 1.4 Identify key macro- and micronutrients required for a healthy diet 1.5 Assess the main benefits of food products developed or modified to meet the nutritional needs of special groups
2. Specify requirements for food product to meet target need	2.1 Identify the dietary intakes and requirements for an identified consumer group 2.2 Evaluate nutritional requirements to be considered during product development 2.3 Specify nutritional requirements of processed food item
3. Evaluate methods of preserving nutrients during food processing and storage	3.1 Analyse the effects of food processing and storage conditions on the stability of nutrients 3.2 Evaluate the need for fortification of processed foods in the Australian diet 3.3 Evaluate food processing and storage methods for their impact on the nutritive value of product
4. Apply nutritional information and issues to product development, labelling and marketing of processed foods	4.1 Provide food storage and preparation information related to maintaining nutritional value and food safety 4.2 Ensure label complies with requirements of Food Standards Code 4.3 Apply organisational and National Health and Medical Research Council Australian Dietary Guidelines for nutritional information on product labels 4.4 Evaluate nutritional issues in relation to the legal and ethical marketing of processed foods

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret research and analytical materials • Interpret guidelines, standards and regulations for nutritional information on product labels • Interpret food processing and storage procedures
Writing	• Document nutritional information and issues
Numeracy	• Interpret analytical results and nutritional information about a product • Maintain and analyse data resulting from testing of new food products

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5004 Specify and monitor the nutritional value of processed food	FDFFST5004A Specify and monitor the nutritional value of processed food	Updated to meet Standards for Training Packages Rearranged Elements and Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5004 Specify and monitor the nutritional value of processed food

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has specified and monitored the nutritional value of processed food items, including:

- analysing the total nutritional components of at least one processed food product to determine whether it meets regulatory requirements and target audience needs
- evaluating nutritional issues in relation to product development, labelling and marketing of processed foods
- determining the processing requirements of food to meet specific nutritional requirements
- recognising key macronutrients required for a healthy diet
- comparing the nutritional needs of special population groups
- evaluating nutrition-related risk factors and diseases
- producing a food label that accurately reflects a product's nutritional value and complies with legislative requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Food Standards Code
- National Health and Medical Research Council Australian Dietary Guidelines
- key macro- and micronutrients for a healthy diet
- human energy requirements
- dietary guidelines and legislative requirements related to processed foods and labelling
- the effects of processing and storage on nutrients, and the methods for overcoming these effects
- the role of proteins in nutrition

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- the role of carbohydrates in nutrition
- the role of vitamins and minerals in nutrition
- the role of dietary fibre
- the role of lipids in nutrition
- the body's processes and their role in nutrition
- nutrition-related risk factors and diseases
- food intolerances and allergies
- diseases caused by nutritional deficiencies
- modified and functional foods and nutraceuticals.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - food testing equipment, data and operating procedures
  - methods and related software systems to calculate nutritional properties of processed foods
  - sample processed food items
- specifications:
  - tests used to identify nutritional information in processed food.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5005 Examine the biochemical properties of food

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to examine biochemical substances and reactions and apply knowledge to food product development and processing. The individual is required to utilise deep knowledge of food biochemistry.

This unit applies to individuals who are responsible for maintaining product safety, quality and efficiency in food processing, including general food production, meat and seafood industries, and undertake roles in technical management and process management.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Use and apply terms and concepts relating to organic substances important in food	1.1 Use biochemical terminology relating to food processing 1.2 Apply relevant concepts to explain the biochemistry in food processing

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
processing	
2. Identify biochemical compounds and explain biochemical reactions important in food processing	2.1 Identify and classify biochemical carbohydrates including amino acids, proteins and lipids 2.2 Identify the molecular structure of important biochemical compounds 2.3 Identify chemical and physical behaviour associated with carbohydrates, amino acids, proteins and lipids, including the molecular processes taking place 2.4 Perform basic tests to identify biochemical reactions and the associated physical and chemical changes in food processing
3. Assess the impact of food processing operations on the biochemistry of processed food products	3.1 Identify biochemical macro constituents and micro constituents of food 3.2 Assess the effect of processing on biochemistry and nutritional value of foodstuffs 3.3 Identify biochemical actions of food additives 3.4 Identify the biochemical principles relating to the spoilage and preservation of foods
4. Extract samples of product or raw materials for testing and apply the results to food production processes	4.1 Establish properties of biochemical compounds and their extraction techniques for a food processing operation 4.2 Conduct sampling as specified by the sampling plan 4.3 Maintain sample purity and integrity prior to testing 4.4 Use the results of tests to assist with ingredient selection and food labelling

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret documentation related to biochemistry • Interpret industry standards

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Skill	Description
Numeracy	• Interpret analytical results • Maintain and analyse data from tests • Determine calibration procedures and schedule for test equipment
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications • Use industry standard terminology
Get the work done	• Problem-solve issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5005 Examine the biochemical properties of food	FDFFST5005A Identify the biochemical properties of food	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Unit title updated	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5005 Examine the biochemical properties of food

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has examined the biochemical properties of food, including:

- performing three different tests to identify biochemical compounds in food
- identifying the molecular structures, and chemical and physical behaviours, of carbohydrates, amino acids, proteins and lipids when processed in food
- processing, producing or extracting representative samples of biochemical compounds
- identifying the macro and micro constituents of two different processed food products
- identifying the biochemical action of at least three different food additives
- interpreting results of tests and describing the implications for food processing.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- terminology relating to biochemical substances
- the structure and properties of the biochemical compounds carbohydrates including amino acids, proteins and lipids
- the major chemical constituents found in foods
- biochemical action of important food additives
- the molecular structures for important biochemical compounds
- the chemical and physical behaviour associated with carbohydrates, amino acids, proteins and lipids in terms of molecular theory
- sampling and testing techniques to determine the components and biochemical reactions for food products

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- general equipment used for analysis, including hotplates, ovens, melting point and boiling point apparatus, steam baths, appropriate glassware and chemicals
- analytical instruments, including spectrometric instruments, including:
  - ultraviolet/visible
  - infrared, including Fourier transform infrared and near infrared
  - atomic absorption, including flame and flameless
- basic tests to identify biologically important biochemical materials, including:
  - Benedict's test for glucose
  - Lugol's iodine test for starch
  - biuret test for protein
  - tests for fats and oils
- common biochemical reactions relevant to food processing operations, including:
  - oxidation
  - hydrolysis
  - enzymic reactions
  - lipid isomerisation
  - lipid polymerisation
  - polysaccharide synthesis
  - glycolysis
  - protein denaturing
- health and safety hazards in the workplace and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - laboratory and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5006 Apply food microbiological techniques and analysis

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to perform tests and conduct analysis in a food-based microbiological laboratory. The individual is required to demonstrate deep knowledge in a specific technical area and to design and communicate solutions to sometimes complex problems.

This unit applies to individuals who are responsible for analysing the microbiology of food in food processing operations and who undertake roles in technical management and production management.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify food poisoning and spoilage bacteria, including	1.1 Identify the major bacteria responsible for food poisoning and spoilage 1.2 Evaluate the types of processes used in the control of microbial

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
methods of control	growth in food products 1.3 Determine the effect of a standard food preserving technique over a range of pH on the growth patterns of microbes 1.4 Evaluate the effectiveness of this food preserving technique in controlling food poisoning and spoilage microbes 1.5 Assess the usefulness of this technique as part of process control of food poisoning and spoilage microbes 1.6 Assess compliance with Food Standards Code for food preservation techniques
2. Perform microbiological techniques for the identification of food-borne disease	2.1 Use standard microbiological techniques to identify and enumerate food poisoning and spoilage organisms from a food sample 2.2 Identify the type of toxins produced by the major food pathogens 2.3 Investigate documented food-borne disease outbreaks from the past 2.4 Determine the ramifications of product contamination in terms of public health and product shelf-life quality 2.5 Handle specimens and waste to comply with health and safety in the workplace guidelines
3. Apply the principles of microbiological quality control	3.1 Determine the spoilage patterns of specific foods at different temperatures of storage 3.2 Determine the relationship between spoilage patterns and the growth cycle of the specific food spoilage and poisoning organisms 3.3 Design, implement and evaluate a microbiological quality control program for a specific food in terms of the Food Standards Code 3.4 Determine the importance of plant hygiene and how it can affect the finished product
4. Apply rapid microbiological techniques and other relevant technology for the identification of microbes related to plant hygiene	4.1 Examine the principles of accelerated culture techniques critically 4.2 Identify the relevance of rapid microbiological technology, as related to control of plant hygiene 4.3 Perform a series of tests to determine the adequacy of plant sanitation procedures by rapid microbiological or other techniques
5. Perform techniques involving microbial	5.1 Identify the types and characteristics of microorganisms used for

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
fermentations	fermentation within the food industry 5.2 Use standard microbiological techniques to isolate and identify yeasts and bacteria in given food samples 5.3 Perform sub-culturing and pure culture techniques for 'scale up' to 'starter' cultures 5.4 Maintain new culture strains after fermentation using standard techniques
6. Analyse test results and provide recommendations to process controllers or production managers	6.1 Record and collate results of microbiological tests 6.2 Analyse microbiological data and compare with food safety and food processing critical control limits and other parameters 6.3 Establish implications of test results and draw conclusions 6.4 Document test results, conclusions and recommendation, and present to food processing management

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines, standards and regulations • Interpret documented processes for control of microbial growth in food products
Numeracy	• Maintain and analyse data resulting from microbiological tests • Determine calibration procedures and schedule for test equipment
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FBPFST5006 Apply food microbiological techniques and analysis	FDFFST5006A Apply food microbiological techniques and analysis	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Prerequisite removed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5006 Apply food microbiological techniques and analysis

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has applied microbiological techniques to analyse food on at least two occasions, including:

- critically examining the principles of rapid microbiological techniques, including:
  - accelerated culture techniques
  - rapid biochemical tests
  - measurement of total bacteria metabolism
  - measurement of spoilage
  - non-traditional methods
  - automated and mechanised methods
- performing tests to determine the adequacy of plant sanitation procedures, by rapid microbiological or other techniques, including:
  - rinse methods
  - swab methods
  - replica or contact methods
- using standard microbiological techniques to isolate and identify yeasts and bacteria in given food samples
- performing sub-culturing and pure culture techniques for 'scale up' to 'starter' cultures
- maintaining new culture strains after fermentation using standard techniques
- recording, analysing and documenting data, with associated conclusions and recommendations
- ascertaining the effect of a standard food preserving technique on the growth patterns of microbes
- using standard microbiological techniques to identify and enumerate food poisoning and spoilage organisms from a food sample

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- determining the ramifications of product contamination in terms of public health and product shelf-life
- ascertaining the spoilage patterns of specific foods at different temperatures of storage
- using industry standard terminology.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- processes used in the control of microbial growth in food products
- major bacteria responsible for food poisoning and spoilage
- processes used in the control of microbial growth in food products
- Food Standards Code
- statistical methods for process control, including Viable Count methods
- standard microbiological techniques to identify food poisoning and spoilage organisms
- the importance of plant hygiene and how it can affect the finished product
- microbiological toxins and aflatoxins
- spoilage patterns
- growth cycle of microorganisms in food
- the relationship between spoilage patterns and the growth cycle of the specific food spoilage/poisoning organisms
- microbiological quality control programs
- plant hygiene, including sanitation checks – rinse, swab, contact and rapid methods
- rapid microbiological techniques:
  - accelerated culture techniques
  - rapid biochemical tests
  - measurement of total bacteria metabolism
  - measurement of spoilage
  - non-traditional methods
  - automated and mechanised methods
- the relevance of rapid microbiological technology, as related to control of plant hygiene
- types and characteristics of fermentation microorganisms, including:
  - Saccharomyces spp.
  - Streptococcus spp.
  - Lactobacillus spp.
- standard microbiological techniques to isolate and identify yeasts and bacteria in given food samples
- sub-culturing and pure culture techniques for 'scale up' to 'starter' cultures
- maintenance of new culture strains after fermentation
- critical control limits and microbiological processes and species in food production
- analysis of microbiological data by comparison with food safety and production standards
- effective data presentation and reporting

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- health and safety in the workplace hazards and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - laboratory and related equipment, manufacturers' advice and operating procedures
  - methods and related software systems for collecting data and calculating yields, efficiencies and material variances appropriate to production environment
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5007 Monitor the development and implementation of a food QA system

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to develop and review a hazard analysis critical control point (HACCP)-based quality assurance (QA) program.

The unit applies to individuals who are responsible for the development and implementation of a HACCP- or critical control point (CCP)-based QA system in a food processing environment.

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish the scope of the QA system	1.1 Define the enterprise needs and expectations in product quality 1.2 Detail existing systems and requirements for incorporation into the QA system 1.3 Define the scope of the CCP-based quality system to encompass

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	production system and product requirements 1.4 Design the system to prevent and control identified hazards
2. Conduct hazard analysis and assessment	2.1 Assess every step in the production process for potential food safety hazards 2.2 Establish CCPs to identify where each significant hazard can be prevented or controlled 2.3 Assign a measurable or recognisable standard for each CCP to define the critical limits 2.4 Validate the critical limits technically and scientifically
3. Ensure all documents, work procedures and processes required for the system are developed, available and in use	3.1 Describe all products and processes covered by the QA system in a standardised format defining product characteristics relevant to food safety 3.2 Review work instructions and standard operating procedures (SOPs) for accuracy, relevance and sufficiency to prevent hazards 3.3 Implement documented procedures for monitoring CCPs 3.4 Implement documented procedures to ensure any CCPs that are outside critical limits are brought back within limits, and affected product is suitably handled 3.5 Implement documented procedures to ensure the QA system is regularly verified and audited as working effectively 3.6 Maintain the availability and data storage of all records and documents for the system
4. Respond to non-conforming product or processes	4.1 Identify procedures for taking corrective action 4.2 Implement corrective and preventative measures to prevent recurrence 4.3 Develop or revise procedures to support control measures 4.4 Identify processes or conditions that could result in a breach of procedures, and take corrective action 4.5 Introduce process changes and control so that quality assurance requirements are accomplished
5. Review product sampling and test results	5.1 Identify product sampling procedures 5.2 Identify post-collection procedures according to SOPs 5.3 Review test results and ensure quality assurance requirements are

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	accomplished
6. Audit, verify and validate the system	6.1 Revise, verify and validate safety plans to reassess hazards, CCPs, critical limits, testing methods and all related procedures of the QA system to ensure they are appropriate to the enterprise requirements 6.2 Follow up and act on internal or external audit findings 6.3 Investigate and act on reported quality hazards and non-conformances 6.4 Review the CCP-based QA system to take account of any process changes or product specifications

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Accurately interpret food safety guidelines and regulations
Writing	• Develop clear and accessible procedures for implementing and monitoring the QA system
Navigate the world of work	• Monitor adherence to workplace and regulatory standards
Get the work done	• Problem-solve issues as they arise • Use appropriate computer-based technologies and software to record, manipulate, analyse and present or report data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5007 Monitor the	FDFFST4002A Monitor the	Updated to meet Standards for Training	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
development and implementation of a food QA system	development and implementation of a food QA system	Packages Minor changes to Performance Criteria to clarify intent Unit code updated to reflect AQF level	

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5007 Monitor the development and implementation of a food QA system

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively developed at least one critical control point (CCP)-based quality assurance (QA) system for a food processing environment, and used that system to monitor the production of quality food items, including:

- scoping the requirements for a QA system
- analysing a production process to identify CCPs and establish critical limits
- developing or revising procedures to maintain quality
- maintaining data and documentation for a QA system
- contributing to a review of a QA system, including verification and validation.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the steps in the development of a hazard analysis critical control point (HACCP)-based QA system
- the steps in the systematic introduction of a CCP-based QA system to a workplace
- risks and hazards associated with food production operations
- types of CCPs applied within a food production environment, including vulnerability assessment critical control point (VACCP) and threat assessment critical control point (TACCP)
- enterprise recall and traceability procedures
- post-collection procedures for handling samples
- purpose of the CCP development and review process
- risks associated with samples, and how they can be minimised
- the types of data the enterprise uses to record performance

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- the document controls associated with a procedure change
- the purpose and processes for calibrating equipment
- the purpose of standard operating procedures (SOPs) and work instructions
- sampling procedures
- the process of auditing and verifying a CCP-based QA system
- the objectives of a CCP-based QA system
- the process for validating critical limits and CCPs
- the role of prerequisite programs and good manufacturing practice (GMP) in a CCP-based program
- Food Standards Code
- GMP principles
- regulatory and workplace requirements for food processing and production
- existence of international standards that cover traceability of food and the food chain supply, consumer product recalls, quality and food safety management systems.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - a CCP-based QA system in a food processing environment
  - food processing equipment
  - sampling and testing equipment used to report relevant product and process information
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - equipment manuals, including operating parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5008 Develop a new food product

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to develop a new food, beverage or related product, from a concept to a packaged and labelled finished product, in general food production.

This unit applies to individuals who are responsible for food product development and who undertake roles in product design, quality assurance or production management.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop concept for the new product	1.1 Develop a concept for new product 1.2 Identify the potential of a new product 1.3 Determine the market for new product 1.4 Determine the viability of product concept

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Identify product development parameters	2.1 Determine product parameters 2.2 Determine equipment required for producing new product 2.3 Determine analytical tests to be conducted to identify quality and safety parameters 2.4 Determine processing parameters 2.5 Determine ingredients required for producing new product
3. Trial new product	3.1 Conduct a series of trials of new product 3.2 Determine improvements and/or changes required for each successive trial 3.3 Record details of each trial
4. Analyse new product	4.1 Determine appropriate analytical tests to be conducted to verify product safety and quality 4.2 Conduct appropriate tests to determine quality and safety of product 4.3 Record test results 4.4 Determine safety and quality of product using analytical test results
5. Design label for product	5.1 Establish concept for product label 5.2 Identify requirements to ensure the product label is compliant 5.3 Develop a compliant label for the food product
6. Package product	6.1 Determine the equipment required for packaging new food product 6.2 Establish suitable packaging materials for new product 6.3 Package final product
7. Document development process	7.1 Document conceptual ideas 7.2 Conduct and document research relevant to new product 7.3 Verify and document analysed results of new product quality and safety 7.4 Document details and results of product trials and explain and justify changes to product as a result of trial

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret research materials • Interpret food safety guidelines, standards and regulations • Interpret product quality and workplace procedures
Numeracy	• Interpret analytical results • Maintain and analyse data resulting from testing of new food products • Determine calibration procedures and schedule for test equipment
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5008 Develop a new food product	FDFFST5008A Develop a new food product	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5008 Develop a new food product

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has developed at least one new food product, including:

- interpreting and applying food safety requirements, standards and legislative requirements
- developing product ideas and concepts
- conducting market research to inform product development
- assessing the viability of product concepts
- applying testing and sensory analysis techniques relevant to new product development
- interpreting analytical test results
- establishing processing techniques and parameters relevant to product under development
- determining safety and quality implications of product
- determining and assessing packaging options
- recording, documenting and verifying information relating to product development.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- customer needs and market research techniques
- food safety and food quality parameters
- food processing principles relevant to new product
- food testing and sensory analysis techniques
- food packaging and labelling requirements
- legislative requirements associated with new food products.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - laboratory facilities
  - production facilities
  - computers, printers and appropriate software packages
- specifications:
  - legislative requirements applicable to food
  - research materials, including journals, periodicals, articles, research papers and industry papers.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5009 Implement and review the processing of market milk and related products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement, monitor and review the manufacture of market milk and related products.

The unit applies to individuals working in the food science and technology sector who are responsible for maintaining product safety, quality and efficiency in food production in the dairy processing sector.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive fresh milk and blend using standard industry data	1.1 Provide a safe working environment for milk receival and testing 1.2 Apply receival and testing procedures to milk from farms to determine composition

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Record and store test data 1.4 Adjust or blend milk to suit product requirements, based on test data 1.5 Store received milk under correct conditions
2. Monitor the manufacture of market milk and related products to meet quality standards	2.1 Determine the specifications for the end product 2.2 Provide a safe working environment for the manufacture of product samples 2.3 Identify resource requirements for the preparation and manufacture of market milk and related products 2.4 Use a production schedule to ensure all resources and requirements are available and meet company requirements 2.5 Address critical factors in the preparation and manufacture of market milk and related products 2.6 Identify data requirements for food safety, quality and production standards 2.7 Establish data collection points consistent with equipment capabilities and data requirements 2.8 Implement or develop procedures to deal with non-conformance 2.9 Monitor market milk and related products against required standards
3. Review the preparation and manufacture of market milk and related products	3.1 Utilise tests and systems to identify potential product defects and their causes in the preparation and manufacture of market milk and related products 3.2 Apply adjustments to processes and equipment as a result of testing 3.3 Report problems to designated personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product quality and workplace procedures
Numeracy	• Maintain and analyse data resulting from testing of products
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5009 Implement and review the processing of market milk and related products	FDFFST4020A Implement and review the processing of market milk and related products	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Unit code updated to reflect AQF level	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5009 Implement and review the processing of market milk and related products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has safely and effectively implemented and reviewed the manufacture of one type of market milk and one milk-related product, including:

- testing milk received to ensure compliance with quality standards
- implementing process control procedures and data collection processes
- diagnosing and reporting problems for manufacturing
- reviewing the production process to ensure compliance with food safety, quality and environmental requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the statutory compositional requirements for the different types of market milk and related products
- domestic and export markets for market milk and related products
- production systems used for the preparation and manufacture of market milk and related products
- formulation of market milk and related products
- role of major ingredients found in market milk and related products
- critical control point (CCP) principles and critical limits in a CCP program
- the purpose of each process, and processing sequence, used in the preparation and manufacture of market milk and related products
- principles of operation of equipment and accessories used in the preparation and manufacture of market milk and related products

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- output of each of the processes used in the preparation and manufacture of market milk and related products
- production system requirements for the preparation and manufacture of each market milk and related product
- the resource requirements for the preparation and manufacture of market milk and related products
- chemical and physical hazards that affect milk
- procedures for milk storage, handling and preparation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real milk processing workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
  - methods and related software systems for collecting data and calculating yields, efficiencies and material variances appropriate to production environment
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5011 Implement and review the processing of chocolate and sugar-panned products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement and review the processing of chocolate and sugar-panned products.

This unit applies to individuals who use knowledge of food science and processes to determine the required food safety, quality and performance of food production equipment.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for the manufacture of chocolate and sugar-panned products	1.1 Identify the statutory compositional requirements for chocolate and sugar-panned products 1.2 Select the required formulation for the products 1.3 Select the appropriate production system and a sequence of

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	activity to prepare the system for operation 1.4 Prepare equipment and access the safe operating procedures for its operation
2. Monitor the preparation and manufacture of chocolate and sugar-panned products to ensure quality standards are met	2.1 Implement the production schedule to ensure all resources and requirements are available and meet company requirements 2.2 Set the production system to operating specifications before and during production 2.3 Interpret and document data requirements and collection points for food safety, quality and production standards 2.4 Implement and monitor procedures to deal with non-conformance in relation to process and the final product 2.5 Implement and monitor concentration and drying procedures 2.6 Implement and monitor process controls
3. Diagnose, rectify and report problems arising from the manufacture of chocolate and sugar-panned products	3.1 Identify product defects and the cause 3.2 Conduct a sensory analysis and analyse results 3.3 Implement adjustments to inputs, process and equipment to maintain quality of product 3.4 Report problems to designated person
4. Review production processes	4.1 Review the critical control points and critical limits for product safety 4.2 Review the operating procedures and the process control system for food safety and quality 4.3 Review the safe work systems for processing 4.4 Review environmental impacts and energy efficiencies for processing

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product specifications, quality and workplace procedures
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5011 Implement and review the processing of chocolate and sugar-panned products	FDFFST4030A Implement and review the processing of chocolate and sugar-panned products	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Unit code updated to reflect AQF level	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5011 Implement and review the processing of chocolate and sugar-panned products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively implemented and reviewed the processing of at least two different chocolate and sugar-panned products, including:

- selecting and planning the production process for each product
- implementing production systems and monitoring the output of each process
- recognising the organoleptic properties of different types of chocolate and sugar-panned products
- determining and conducting testing protocols for quality assessment
- operating equipment and accessories used in the preparation and manufacture of chocolate and sugar-panned products
- completing data collection and documentation required for quality control
- assessing production procedures against food safety and quality requirements
- identifying and addressing defects during production and of final products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the statutory compositional requirements for the different types of chocolate and sugar-panned products
- the types of chocolate and sugar-panned products, their formulation, and the type of coating process used in their production
- the relevant properties of the various centres used in panned products, including melting point, moisture content, shape, size, surface finish and preparation
- crystallisation behaviour of fats, sugars and sugar substitute materials

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- the effect of air flow, air temperature and air humidity on the drying/setting rates of coatings and the relationship to product characteristics
- polishing materials and methods and their application
- production systems used for the production of panned products, including types of coating pans, methods of coating material addition, and process air supply requirements
- the production system for the preparation and manufacture of chocolate and sugar-panned products, including production instruction, quality assurance requirements and or/specifications, production specification and or/standards, production equipment, production procedures, cleaning procedures and materials and raw materials
- critical factors in the preparation and manufacture of chocolate and sugar-panned products
- resource requirements and environmental impacts of the preparation and manufacture of chocolate and sugar-panned products
- potential product defects and their causes, which may arise in the preparation and manufacture of chocolate and sugar-panned products
- stages of production, critical control points and critical limits
- quality and continuous improvement processes
- sensory analysis techniques
- health and safety in the workplace hazards and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food production workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5012 Implement and review the processing of aerated confectioneries

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement and review the preparation and manufacture of aerated confectioneries.

The unit applies to individuals who use knowledge of food science and processes to determine the required food safety, quality and performance of food production equipment.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for the manufacture of aerated confectioneries	1.1 Identify the statutory compositional requirements for aerated confectioneries 1.2 Select the required formulation for the aerated confectionery product

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Select the appropriate production system and a sequence of activity to prepare the system for operation 1.4 Prepare equipment and access safe operating procedures for its operation
2. Monitor the manufacture of aerated confectioneries to ensure quality standards are met	2.1 Implement the production schedule to ensure all resources and requirements are available and meet company requirements 2.2 Set the production system to operating specifications before and during production 2.3 Interpret and document data requirements and collection points for food safety, quality and production standards 2.4 Implement and monitor procedures to deal with non-conformance in relation to process and the final product 2.5 Implement and monitor concentration and drying procedures 2.6 Implement and monitor process control systems
3. Diagnose, rectify and report problems arising from the preparation and manufacture of aerated confectioneries	3.1 Identify product defects and the cause 3.2 Conduct a sensory analysis and analyse results 3.3 Implement adjustments to inputs, process and equipment to maintain quality of product 3.4 Report problems to designated person
4. Review production processes	4.1 Review the critical control points and critical limits for product safety 4.2 Review the operating procedures and the process control system for food safety and quality 4.3 Review the safe work systems for processing 4.4 Review environmental impacts and energy efficiencies for processing

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product specifications, quality and workplace procedures
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5012 Implement and review the processing of aerated confectioneries	FDFFST4031A Implement and review the processing of aerated confectioneries	Updated to meet Standards for Training Packages. Minor changes to Performance Criteria to clarify intent. Unit code updated to reflect AQF level.	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5012 Implement and review the processing of aerated confectioneries

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively implemented and reviewed the processing of at least two different types of aerated confectioneries, including:

- selecting and planning the production process for each product
- implementing production systems and monitoring the output of each process
- aerating different confectionery masses and forming these masses to maintain the desired degree of aeration
- operating equipment and accessories for the preparation and manufacture of aerated confectioneries
- using testing protocols for quality assessment
- completing data collection and documentation required for quality control
- assessing production procedures against food safety and quality requirements
- identifying and addressing defects during production and of final products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the statutory compositional requirements for the different types of aerated confectioneries
- the range of aerated confectioneries, including chocolate, fat-based fillings, nougats, jelly foams, marshmallows, high boils and brittles
- the formulation, method of manufacture, method of forming and packaging of aerated confectioneries
- the processes used to aerate different confectionery masses and form these masses to maintain the desired degree of aeration
- the role of the major ingredients found in aerated confectioneries

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- the role, properties and use of different aerating agents
- critical aspects of product aeration, including product viscosity, bubble size, product graining or crystallising
- production systems used for the preparation and manufacture of aerated confectioneries
- preparation and manufacture of aerated confectioneries, including packaging, storage and distribution
- potential product defects and their causes, which may arise in the preparation and manufacture of aerated confectioneries
- stages of production, critical control points and critical limits
- resource requirements and environmental impacts of the preparation and manufacture of aerated confectioneries
- quality and continuous improvement processes
- sensory analysis techniques
- health and safety in the workplace hazards and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5013 Implement and review the production of gums and jellies

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement and review the preparation and manufacture of gums and jellies. The individual is required to use knowledge of food science and processes to determine the required food safety, quality and performance of food production equipment.

This unit applies to individuals who are responsible for maintaining product safety, quality and efficiency in food processing by managing their own work and the quality of the work of others within known parameters.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for the manufacture of gums and	1.1 Establish the statutory compositional requirements for the different types of gums and jellies

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
jellies	1.2 Select the required formulation of gums and jellies 1.3 Select the appropriate production system and the preferred sequence of activity to prepare the system for operation 1.4 Prepare equipment and access the safe operating procedures for its operation
2. Monitor the manufacture of gums and jellies to ensure quality standards are met	2.1 Implement the production schedule to ensure all resources and requirements are available and meet company requirements 2.2 Set the production system to operating specifications before and during production 2.3 Interpret and document data requirements and collection points appropriate for food safety, quality and production standards 2.4 Implement and monitor procedures to deal with non-conformance in relation to process and the final product 2.5 Implement and monitor cooking and moulding procedures 2.6 Implement and monitor process control systems
3. Diagnose, rectify and report problems arising from the preparation and manufacture of gums and jellies	3.1 Identify product defects and the cause 3.2 Conduct a sensory analysis and analyse results 3.3 Implement adjustments to inputs, process and equipment to maintain quality of product 3.4 Report problems to designated person
4. Review production processes	4.1 Review the critical control points and critical limits for product safety 4.2 Review the operating procedures and the process control system for food safety and quality 4.3 Review the safe work systems for processing 4.4 Review environmental impacts and energy efficiencies for processing

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product specifications, quality and workplace procedures
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5013 Implement and review the production of gums and jellies	FDFFST4032A Implement and review the production of gums and jellies	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Unit code updated to reflect AQF level	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5013 Implement and review the production of gums and jellies

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively implemented and reviewed the processing of at least two different gums and jellies, including:

- selecting and planning the production process for each product
- implementing production systems and monitoring the output of each process
- determining and conducting testing protocols for quality assessment
- operating equipment and accessories used in the preparation and manufacture of gums and jellies
- finishing gelatinised products to prevent sticking
- checking product against market specifications
- completing data collection and documentation required for quality control
- assessing production procedures against food safety and quality requirements
- identifying and addressing defects during production and of final products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the statutory compositional requirements for the different types of gums and jellies
- the formulations, methods of manufacture, methods of forming and packaging of gums and jellies
- the range of gelatinised products including 'gummi' and other types of starch moulded products, liquorice and Turkish delight, and their formulations
- processes used to gelatinise different confectionery masses and form these masses to maintain the desired product shape
- the role of the major ingredients found in gums and jellies

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- the role, properties and use of different gelatinising agents, including gelatine, starches, pectin and agar
- critical factors in the preparation and manufacture of gums and jellies
- the production system for the preparation and manufacture of gums and jellies, including production instruction, quality assurance requirements and or/specifications, production specification and or/standards, production equipment, production procedures, cleaning procedures and materials and raw materials
- potential product defects and their causes in the preparation and manufacture of gums and jellies
- stages of production, critical control points and critical limits
- resource requirements and environmental impacts of the preparation and manufacture of gums and jellies
- quality and continuous improvement processes
- sensory analysis techniques
- health and safety in the workplace hazards and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food production workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5014 Implement and review the production of chocolate products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement and review the preparation and manufacture of chocolate products.

This unit applies to individuals who are responsible for maintaining product safety, quality assurance and production management. The individual is required to use knowledge of food science and processes to determine the required food safety, quality and performance from food production equipment.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for the manufacture of chocolate products	1.1 Identify the statutory compositional requirements for the different types of chocolate products

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Select the required formulation and design of chocolate products 1.3 Select the appropriate production system and a sequence of activity to prepare the system for operation 1.4 Prepare equipment and access safe operating procedures for its operation
2. Monitor the manufacture of chocolate products to ensure quality standards are met	2.1 Source bulk chocolate to meet the product specifications 2.2 Implement the production schedule, ensuring all resources and requirements are available and meet company requirements 2.3 Set the production system to operating specifications before and during production 2.4 Interpret and document data requirements and collection points for food safety, quality and production standards 2.5 Implement and monitor procedures to deal with non-conformance in relation to process and the final product 2.6 Implement and monitor process control systems
3. Diagnose, rectify and report problems arising from the preparation and manufacture of chocolate products	3.1 Implement a sampling plan to produce samples for analysis 3.2 Establish sensory evaluation and product testing protocols to identify defects and maintain organoleptic quality of product 3.3 Implement adjustments to inputs, process and equipment in response to analysed results 3.4 Report problems to designated person
4. Review production processes	4.1 Review the critical control points and critical limits for product safety 4.2 Review the operating procedures and the process control system for food safety and quality 4.3 Review the safe work systems for processing 4.4 Review environmental impacts and energy efficiencies for processing

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product quality and workplace procedures
Writing	• Develop procedures for implementing and monitoring a product quality system • Document review of a production system
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5014 Implement and review the production of chocolate products	FDFFST4033A Implement and review the production of chocolate products	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Unit code updated to reflect AQF level	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5014 Implement and review the production of chocolate products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively implemented and reviewed the production of at least two chocolate products, including:

- selecting, planning and implementing the production processes to manufacture chocolate products
- monitoring the output of each of the processes used in the preparation and manufacture of chocolate products
- recognising the organoleptic properties of different types of chocolate products
- determining testing protocols for quality assessment
- operating equipment and accessories used for the preparation and manufacture of chocolate products
- completing data collection and documentation required for quality control
- assessing production procedures against food safety and quality requirements
- identifying defects during production and of final products, and rectifying issues.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the statutory compositional requirements for the different types of chocolate products
- types of chocolate and compound chocolate and the ingredients used to manufacture each
- critical factors in the preparation and manufacture of chocolate products
- forming processes used in the manufacture of chocolate products, including enrobing, moulding (shell, one-shot, pocket), hollow goods moulding ('spinning'), drop depositing and cluster depositing

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- the role of tempering, especially with regard to chocolate, and its relationship to key product attributes including shine, bloom formation, snap, hardness and shrinkage
- the rheological properties (plastic viscosity and yield value) of liquid chocolate and their relationship to the forming process use
- the role of the major ingredients found in chocolate products
- the production system for the preparation and manufacture of chocolate products, including production instruction, quality assurance requirements and or/specifications, production specification and or/standards, production equipment, production procedures, cleaning procedures and materials and raw materials
- cooling processes used for chocolate and compound chocolate
- identification of defects during production and of final product stages of production, critical control points and critical limits
- resource requirements and environmental impacts of the preparation and manufacture of chocolate products
- product defects and their causes, which may arise in the preparation and manufacture of chocolate products
- quality and continuous improvement processes
- sensory analysis techniques
- health and safety in the workplace hazards and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real chocolate manufacturing workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5015 Implement and review the processing of chocolate

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement and review the manufacture of chocolate.

This unit applies to individuals who use knowledge of food science and processes to determine the required food safety, quality and performance of food production equipment.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for the manufacturing of chocolate	1.1 Identify the statutory compositional requirements for chocolate 1.2 Select the required formulation for the chocolate 1.3 Select the appropriate production system and a sequence of activity to prepare the system for operation 1.4 Prepare equipment and access safe operating procedure for its

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	operation
2. Carry out preparation and manufacture of quality chocolate products	2.1 Implement the production schedule to ensure all resources and requirements are available and meet company requirements 2.2 Set the production system to operating specifications for mixing, refining, conching and storage of chocolate 2.3 Interpret and document data requirements for food safety, quality and production standards 2.4 Identify data collection points consistent with equipment capabilities and data requirements 2.5 Implement and monitor procedures to deal with non-conformance in relation to process and the final product 2.6 Implement and monitor process control system
3. Diagnose, rectify and report problems arising from the preparation and manufacture of chocolate	3.1 Identify defects in chocolate and the cause 3.2 Conduct a sensory analysis and analyse results 3.3 Implement adjustments to inputs, process and equipment to maintain quality of product 3.4 Report problems to designated person
4. Review production processes	4.1 Review the critical control points and critical limits for product safety 4.2 Review the operating procedures and the process control system for food safety and quality 4.3 Review the safe work systems for processing 4.4 Review environmental impacts and energy efficiencies for processing

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product specifications, quality and workplace procedures
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5015 Implement and review the processing of chocolate	FDFFST4034A Implement and review the processing of chocolate	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Unit code updated to reflect AQF level	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5015 Implement and review the processing of chocolate

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively implemented and reviewed the processing of at least two different types of chocolate, including:

- selecting and planning the production process for each
- implementing production processes for each product, including mixing, refining, conching and storage
- monitoring the output of each of the processes used in the preparation and manufacture of chocolate
- recognising the organoleptic properties of different types of chocolate
- operating equipment and accessories for the preparation and manufacture of chocolate
- determining testing protocols for quality assessment
- completing data collection and documentation required for quality control
- assessing production procedures against food safety and quality requirements
- identifying and addressing defects during production and of final products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- critical factors in the preparation and manufacture of chocolate
- types of chocolate and compound chocolate and the ingredients used to manufacture each type
- crystallisation behaviour of fats, especially cocoa butter
- rheological properties of chocolate and compound chocolate as a liquid and the role of emulsifiers in these
- the role of particle size and particle size distribution on chocolate properties

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- the production system for the preparation and manufacture of chocolate, including production instruction, quality assurance requirements and or/specifications, production specification and or/standards, production equipment, production procedures, cleaning procedures and materials and raw materials
- resource requirements and environmental impacts of the preparation and manufacture of chocolate
- identification of defects during production and of final products
- the statutory compositional requirements for the different types of chocolate
- stages of production, critical control points and critical limits
- quality and continuous improvement processes
- sensory analysis techniques
- health and safety in the workplace hazards and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food production workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5016 Implement and review the processing of high and low boil confectionery

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement and review the manufacturing of high and low boil confectionery.

This unit applies to individuals who have roles in product design, quality assurance and production management. The unit typically applies to staff who have responsibility for maintaining product safety, quality and efficiency in food production in the confectionery sector.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Carry out the preparation and manufacture of high and	1.1 Prepare equipment and accessories for the preparation and manufacture of high and low boil confectionery

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
low boil confectionery to meet quality standards	1.2 Assemble and prepare ingredients and check product formulations 1.3 Select the appropriate production system and a sequence of activity to prepare the system for operation
2. Monitor the preparation and manufacture of high and low boil confectionery products to ensure quality standards are met	2.1 Implement standard operating procedures 2.2 Implement the production schedule, ensuring all resources and requirements are available and meet company standards 2.3 Set the production system to operating specifications before and during production 2.4 Interpret and document data requirements for food safety, quality and production standards 2.5 Determine data collection points consistent with equipment capabilities and data requirements 2.6 Develop procedures to deal with non-conformance in relation to process and the final product 2.7 Implement and monitor process control system
3. Diagnose, rectify and report problems arising from the preparation and manufacture of high and low boil confectionery	3.1 Establish sensory evaluation and product testing protocols to identify defects and maintain organoleptic quality of product 3.2 Implement adjustments to inputs, process and equipment in response to analysed results 3.3 Report problems to designated person
4. Review production processes	4.1 Review the critical control points and critical limits for product safety 4.2 Implement a sampling plan 4.3 Conduct a sensory analysis and analyse results 4.4 Review the operating procedures and the process control system for food safety and quality 4.5 Review the safe work systems for processing 4.6 Review the environmental impacts and energy efficiencies for processing

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product specifications, quality and workplace procedures
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedules for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others • Use industry terminology
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5016 Implement and review the processing of high and low boil confectionery	FDFFST4035A Implement and review the processing of high and low boil confectionery	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Unit code updated to reflect AQF level	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5016 Implement and review the processing of high and low boil confectionery

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively implemented and reviewed the processing of at least two high and low boil confectionery products, including:

- selecting the formulation, method of manufacture, method of forming and packaging of high and low boil confectionery
- implementing a production schedule to meet company requirements
- recognising the organoleptic properties of different types of high and low boil confectionery
- determining testing protocols for quality assessment
- operating equipment and accessories used in the preparation and manufacture of high and low boil confectionery
- completing data collection and documentation required for quality control
- assessing production procedures against food safety and quality requirements
- identifying and addressing defects during production and of final products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the statutory compositional requirements for the different types of high and low boil confectionery
- different types of high and low boil confectionery and their formulation
- purpose of each process used in the preparation and manufacture of high and low boil confectionery
- outputs of each of the processes used in the preparation and manufacture of high and low boil confectionery

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- potential product defects and their causes, which may arise in the preparation and manufacture of high and low boil confectionery
- critical factors in the preparation and manufacture of high and low boil confectionery
- solubility and crystallisation properties of ingredients used and their relationship to texture
- relationship of the boiling point of a confectionery syrup to its soluble solids content
- the relationship of pressure and vacuum to the boiling point of a confectionery syrup of a specific soluble solids content and the uses made in production of this relationship
- the concept of equilibrium relative humidity (ERH) or water activity (aw) of a confectionery product
- resource requirements and environmental impacts of the preparation and manufacture of high and low boil confectionery
- stages of production, critical control points and critical limits
- packaging procedures
- quality and continuous improvement processes
- sensory analysis techniques and analysis
- health and safety in the workplace hazards and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real confectionery production workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5017 Implement and review the processing of confectionery products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement and review the preparation and manufacture of confectionery products.

This unit applies to individuals who have roles in product design, quality assurance and production management. The individual is required to use knowledge of food science and processes to determine the required food safety, quality and performance of food production equipment.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for the manufacture of confectionery products	1.1 Identify the statutory compositional requirements for the different types of confectionery products

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Select the required formulation of confectionery products 1.3 Select the appropriate production system and a sequence of activity to prepare the system for operation 1.4 Prepare equipment and access safe operating procedures for its operation
2. Monitor the manufacture of confectionery products to ensure quality standards are met	2.1 Implement the production schedule, ensuring all resources and requirements are available and meet company requirements 2.2 Set the production system to operating specifications before and during production 2.3 Implement and monitor concentration and drying procedures 2.4 Interpret and document data requirements and collection points appropriate for food safety, quality and production standards 2.5 Implement and monitor procedures to deal with non-conformance in relation to process and the final product 2.6 Implement and monitor process controls
3. Diagnose, rectify and report problems arising from the preparation and manufacture of confectionery products	3.1 Implement a sampling plan to produce samples for analysis 3.2 Conduct sensory evaluation and product testing protocols to identify defects and maintain organoleptic quality of product 3.3 Implement adjustments to inputs, process and equipment in response to analysed results 3.4 Report problems to designated person
4. Review production processes	4.1 Review the critical control points (CCPs) and critical limits for product safety relating to the relevant hazard analysis critical control point (HACCP)-based food safety plan 4.2 Review the operating procedures and the process control system for food safety and quality 4.3 Review the safe work systems for processing 4.4 Review the environmental impacts and energy efficiencies for processing 4.5 Review controls of non-conforming products, including rework or safe disposal where required

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product specifications, quality and workplace procedures
Oral communication	• Use industry terminology
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5017 Implement and review the processing of confectionery products	FDFFST4036A Implement and review the processing of confectionery products	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Unit code updated to reflect AQF level	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5017 Implement and review the processing of confectionery products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively implemented and reviewed standards and procedures for the processing of at least two different confectionery products, including:

- selecting, planning and implementing the production processes related to confectionery products
- monitoring the output of each of the processes used
- checking product against market specifications for confectionery
- recognising the organoleptic properties of different types of confectionery
- determining testing protocols for quality assessment
- operating equipment and accessories used in the preparation and manufacture of confectionery products
- completing data collection and documentation required for quality control records
- assessing production procedures against food safety and quality requirements
- identifying and addressing defects during production and of final products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the statutory compositional requirements for the different types of confectionery products
- the range of confectionery products, including chocolate and compound chocolate confectionery, liquorice (both straps and allsorts), sugar confectionery types, 'sugar free' confectionery types, gum-based types and panned product types

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- the production system for the preparation and manufacture of confectionery products, including production instruction, quality assurance requirements and or/specifications, production specification and or/standards, production equipment, production procedures, cleaning procedures and materials and raw materials
- different formulations for confectionery products
- the functionality of the major ingredients found in confectionery products
- critical factors in the preparation and manufacture of confectionery products
- identification and isolation of defects during production and of final products
- stages of production, critical control points (CCPs) and critical limits according to relevant hazard analysis critical control point (HACCP)-based food safety plan
- packaging procedures
- quality and continuous improvement processes
- sensory analysis techniques
- health and safety hazards in the workplace and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real confectionery production workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5018 Implement and review the processing of chilled or frozen poultry products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement, monitor and review the quality, safety and operational procedures used to manufacture chilled or frozen poultry product.

This unit applies to individuals who use knowledge of food science and processes to determine the required food safety, quality and performance of food production equipment.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Check the chilled or frozen poultry product preparation and processing areas and	1.1 Identify procedures for pre-operational equipment checks in accordance with workplace policies and procedures and manufacturer's instructions 1.2 Monitor and check regulatory requirements, safe work practices

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
equipment	and safety equipment 1.3 Conduct or supervise pre-operational checks and procedures and report risks, contamination or variations
2. Monitor the production of chilled or frozen poultry products	2.1 Identify and implement product quality and safety procedures for the facility and for each stage of the production process from slaughter to product packaging 2.2 Monitor handling requirements for ingredients to prevent contamination 2.3 Monitor operation of processing equipment to ensure consistency with manufacturer's specifications and regulatory and workplace requirements 2.4 Monitor hygiene and sanitation of relevant processing area for conformance, and the cleaning regime for maintaining a hygienic and safe work area 2.5 Confirm the details of cuts to meet customer requirements 2.6 Monitor the production system and equipment for the preparation and manufacture of the products
3. Implement packaging and chilling of poultry product	3.1 Confirm the details of packaging to meet customer and regulatory requirements 3.2 Monitor chilling requirements to meet food safety standards from processing to retailing 3.3 Apply and monitor chilling processes for food preservation 3.4 Implement and monitor sampling and testing procedures for physical, biochemical and microbiological changes to frozen or chilled product
4. Diagnose, rectify and report problems arising from the preparation and manufacture of chilled poultry products	4.1 Implement sampling and testing to identify defects in the preparation and manufacture of the product 4.2 Identify and implement adjustments to processes and equipment in response to analysed results 4.3 Report problems to designated staff
5. Review production processes	5.1 Review the critical control points (CCPs) and critical limits for product safety 5.2 Review operating procedures for food safety and quality 5.3 Review safe work systems for product processing

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Review environmental impacts and energy efficiencies for processing of the products

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product specifications, quality and workplace procedures
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5018 Implement and review the processing of chilled or frozen poultry products	FDFFST4040A Identify & implement product safety and quality for chilled or frozen poultry product manufacturing	Updated to meet Standards for Training Packages. Minor changes to Performance Criteria to clarify intent. Unit code updated to reflect AQF level.	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Updated unit title.	

Links

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Assessment Requirements for FBPFST5018 Implement and review the processing of chilled or frozen poultry products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented and reviewed processing of two chilled or frozen poultry items, including:

- conducting risk assessments of physical hazards for chilled or frozen poultry products
- reviewing critical control points (CCPs) and critical limits in the manufacture of each product
- implementing a hazard analysis critical control point (HACCP) plan for the production of chilled or frozen poultry products
- monitoring production of chilled or frozen poultry products to ensure compliance with workplace and regulatory requirements
- monitoring processing equipment to ensure safe operation
- conducting sampling and testing processes
- proposing solutions to a range of production problems
- completing data collection and documentation required for quality control
- assessing production procedures against food safety and quality requirements
- identifying and addressing defects and non-compliances during production and of final products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of microorganisms that cause food poisoning and spoilage
- chemical, physical and microbiological food safety hazards
- the steps in the slaughter of poultry
- the range of chilled or frozen poultry cuts and products relevant to work role

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- processes involved in manufacturing chilled or frozen poultry products
- risks and hazards to the safe and hygienic processing of poultry at each stage of the production process
- sampling and testing procedures to monitor physical, biochemical and microbiological changes to frozen or chilled product
- microbiological criteria in raw poultry products production and microbiological limits, particularly the following significant microbial pathogens: enterohaemorrhagic Escherichia coli, Salmonella, enterotoxin of Staphylococcus aureus and Listeria monocytogenes, Campylobacter sp
- the significance of Salmonella sofia compared to Salmonella typhimurium as food safety hazards
- the techniques involved in chilling and freezing poultry meat
- HACCP principles and ensuring product is fit for human consumption and meets regulatory and quality requirements
- the impact of critical limits in a CCP program for chilled or frozen poultry products
- procedures for raw materials storage, handling and preparation
- safe food handling procedures
- chilling and freezing procedures
- storage requirements for processed product
- the impact of the raw material on product quality and food safety
- packaging technologies and procedures
- sensory analysis techniques
- environmental impacts of the food processing operation
- health and safety hazards in the workplace and controls, and regulatory requirements relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
  - methods and related software systems for collecting data, analysing data and compiling into a report
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPFST5019 Implement and review the processing of cooked poultry products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement, monitor and review the quality, safety and operational procedures used to manufacture cooked poultry products.

This unit applies to individuals who use knowledge of food science and processes to determine the required food safety, quality and performance of food production equipment.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Check the cooked poultry product preparation and processing areas and	1.1 Identify procedures for pre-operational equipment checks in accordance with workplace policies and procedures and manufacturer's instructions 1.2 Monitor and check regulatory requirements, safe work practices

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
equipment	and safety equipment 1.3 Conduct or supervise pre-operational checks and procedures and report risks, contamination or variations in product quality 1.4 Record physical hazards that may affect products 1.5 Implement methods to reduce risks
2. Monitor the preparation of ingredients, and processing equipment and areas	2.1 Source ingredients by type, quality and safety criteria according to product specifications 2.2 Source types of chicken meat, by-product, stock, additive, binder and spices according to the formulation specifications and regulatory requirements 2.3 Monitor handling of ingredients to prevent contamination and ensure conformance to quality and safety standards 2.4 Monitor hygiene and sanitation of relevant processing area for compliance, and the cleaning regime for maintaining a hygienic and safe work area 2.5 Monitor the production system and operation of equipment for the preparation and manufacture of cooked poultry products
3. Monitor the production of cooked poultry and further processed products	3.1 Monitor time, temperature and humidity requirements for cooking and packaging 3.2 Monitor consistency, appearance, texture and other requirements for the product 3.3 Monitor production to meet product, processing, storage and regulatory requirements 3.4 Implement and monitor product sampling, testing and sensory analysis regime for compliance 3.5 Implement procedures for rejection, reprocessing and recall of products that do not meet specifications or hygiene and sanitation requirements, and review against regulatory requirements and industry guidelines 3.6 Monitor hygiene and sanitation of relevant processing area for compliance
4. Overview the implementation of the HACCP plan for the production of cooked	4.1 Implement critical control points (CCPs) and critical limits for prevention and control of bacterial contamination 4.2 Implement monitoring processes for critical limits for CCPs

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
poultry products	4.3 Carry out validation requirements for critical limits of hazard analysis and critical control point (HACCP) programs 4.4 Implement documented procedures for corrective actions when critical limits at a CCP are compromised, to ensure that affected product is suitably handled 4.5 Maintain documents and records required for the system
5. Review production processes	5.1 Conduct product sampling and testing and sensory analysis, and analyse results 5.2 Review and revise product formulations and operating procedures to improve practice and quality of product 5.3 Review and revise safe work systems 5.4 Review and revise environmental impacts and energy efficiencies

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product specifications, quality and workplace procedures
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5019 Implement and review the processing of cooked poultry products	FDFFST4041A Identify and implement product safety and quality for cooked poultry product manufacturing	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Unit code updated to reflect AQF level Updated unit title	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5019 Implement and review the processing of cooked poultry products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented and reviewed the processing of at least two different cooked products, including:

- applying and monitoring procedures to ensure each product is fit for human consumption and meets regulatory, food safety and quality requirements
- overseeing the implementation of the critical control point (CCP) plan for the production of cooked poultry products
- carrying out product sampling and testing according to the hazard analysis critical control point (HACCP) plan and operational procedures
- taking action to improve own work practice as a result of self-evaluation, feedback from others, or changed work practices, regulations or technology
- using technology to access information, prepare reports, and to access and prepare relevant data
- assessing production procedures against food safety and quality requirements
- identifying and addressing defects during production and of final products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- steps in the cooking of poultry
- the range of types of chilled cooked poultry products and their processing stages
- types of microorganisms and bacteria causing food poisoning
- food poisoning and food spoilage (shelf-life) effects of bacterial contamination
- sources of bacterial contamination for both ready-to-heat and ready-to-eat chicken products

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- microbial hazards for ‘par cooked’ further processed poultry products
- growth characteristics and requirements of relevant bacteria species
- microbiological criteria in cooked poultry products production and microbiological limits, particularly the following significant microbial pathogens: enterohaemorrhagic Escherichia coli, Salmonella, enterotoxin of Staphylococcus aureus and Listeria monocytogenes
- chemical hazards that may affect cooked poultry products
- effects or impact of physical hazards on cooked poultry products
- procedures for raw materials storage, handling and preparation
- safe food handling procedures
- the impact of the raw material on product quality and food safety
- physical food safety hazards
- sanitation and hygiene procedures
- HACCP principles and critical limits in a HACCP program for cooked poultry products
- identification of CCPs and critical limits
- water and energy use and recycling in processing
- packaging technologies and procedures
- sensory analysis techniques
- food sampling and testing techniques
- storage requirements for processed product
- regulatory requirements associated with the production of cooked poultry products
- environmental impacts of the food processing operation
- health and safety hazards in the workplace, and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers’ advice and operating procedures
  - methods and related software systems for collecting data, analysing data and compiling into a report
- specifications:
  - laboratory facilities or reports to assess food microbiology and chemistry.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPFST5020 Implement and review the processing of egg based products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement, monitor and review safety and quality procedures for processing egg based products.

This unit applies to individuals who use knowledge of food science and processes to determine the required food safety, quality and performance of food production equipment.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor the preparation of ingredients, and the processing equipment and areas	1.1 Identify ingredients by type, quality and safety according to product specifications 1.2 Source and prepare ingredients according to the formulation specifications and regulatory requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Monitor handling of ingredients to prevent food safety hazards and ensure product quality and safety 1.4 Identify relevant processing equipment and check operating procedures for consistency with manufacturer's specifications and regulatory and workplace requirements 1.5 Conduct or supervise pre-operational checks and procedures and report risks, contamination or variations 1.6 Identify a cleaning regime and monitor processing area for maintaining a hygienic and safe work area
2. Monitor the production of egg based food products to meet quality standards	2.1 Identify critical factors in the preparation and production of egg based food products 2.2 Establish resource requirements for the preparation and production of the products 2.3 Implement a production schedule to ensure all resources and requirements are available and meet workplace requirements 2.4 Set and verify the production system to meet the required operating specifications before and during production 2.5 Monitor the production system, including cooking or steaming, to meet regulatory and production requirements 2.6 Carry out pasteurisation of egg product to comply with Food Standards Code 2.7 Implement chilling or freezing technologies to set and store product
3. Diagnose, rectify and report problems arising from the preparation and production of egg based food products	3.1 Confirm procedures and systems to identify potential problems and defects in the preparation and production of the products 3.2 Apply adjustments to the processes and equipment in response to identified defects 3.3 Report problems to designated person
4. Review production processes	4.1 Review the critical control points (CCPs) and critical limits for product safety 4.2 Conduct and analyse sensory analysis of the products 4.3 Undertake food tests to determine if food quality and safety critical limits are complied with 4.4 Review operating procedures for the safety and quality of products

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.5 Review safe work systems 4.6 Review environmental impacts and energy efficiencies 4.7 Report problems to designated staff

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product specifications, quality and workplace procedures
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5020 Implement and review the processing of egg based products	FDFFST4042A Identify and implement product safety and quality for egg based product manufacturing	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

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		Unit code updated to reflect AQF level Updated unit title	

Links

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Assessment Requirements for FBPFST5020 Implement and review the processing of egg based products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented and reviewed the processing of at least two different egg based products, including:

- testing an avian egg for quality and shelf life
- selecting and handling ingredients according to food safety requirements
- recognising common spoilage organisms associated with avian eggs
- reviewing critical control points (CCPs) and critical limits for each product
- carrying out tests for product safety and quality
- diagnosing, rectifying and reporting problems arising from the preparation and production of egg based food products
- monitoring processing equipment to ensure safe operation
- completing data collection and documentation required for quality control
- assessing production procedures against food safety and quality requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- processes used in the preparation and production of egg based food products
- relationship between the processes used in the processing of egg based food products
- operation of equipment and accessories used in the preparation and manufacturing processes of egg based food products
- recognition of spoilage organisms in eggs
- principles of handling and storing eggs
- anatomy and physiology of an avian egg
- pasteurisation processes

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- production systems for the preparation and production of egg based food products
- manufacturing processes in regard to frozen and dried egg products
- formulation of egg based food products
- role of major ingredients found in egg based food products
- stages of production, CCPs and critical limits
- quality and continuous improvement processes
- sensory analysis techniques
- food sampling and testing techniques
- regulatory requirements associated with the manufacturing of egg based products
- environmental impacts of the food processing operation
- health and safety hazards in the workplace and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food production workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
  - methods and related software systems for collecting data, analysing data and compiling into a report
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5021 Implement and review the processing of fruit, vegetables, nuts, herbs and spices

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement and review the quality and safe processing of fruit, vegetables, nuts, herbs and spices.

This unit applies to individuals who use knowledge of food science and processes to determine the required food safety, quality and performance of food production equipment. They are responsible for maintaining product safety, quality and efficiency in food production.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Review preparation of fruit, vegetables, nuts, herbs and spices for	1.1 Identify processes for preparing fruit, vegetables, nuts, herbs and spices 1.2 Identify the steps involved in the processing of a range of fruit,

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
processing	vegetables, nuts, herbs and spices 1.3 Document preparation processes
2. Monitor processing of fruit, vegetables, nuts, herbs and spices product samples for testing	2.1 Identify the processing techniques to produce required range of product samples 2.2 Evaluate permissible additives and preservatives in the production process for suitability 2.3 Process product and monitor stages for compliance 2.4 Confirm that products are produced in a safe working environment using appropriate hygiene and sanitation techniques
3. Investigate the packaging alternatives for fruit, vegetables, nuts, herbs and spices products	3.1 Identify packaging requirements for products and evaluate for suitability and compliance with regulatory requirements 3.2 Monitor the packaging and storage processes of the products 3.3 Make adjustments to packaging and storage procedures and design where required
4. Assess the quality and shelf life of fruit, vegetables, nuts, herbs and spices products	4.1 Use testing techniques to assess the safety and organoleptic qualities of the products 4.2 Identify and assess common hazards at critical control points (CCPs) for the production of products 4.3 Comply with critical limits for all steps of processing including shelf life and storage
5. Review production processes	5.1 Review the CCPs and critical limits for product safety 5.2 Review operating procedures for food safety and quality 5.3 Review the production plan

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations

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Skill	Description
	• Interpret product quality and workplace procedures
Numeracy	• Maintain and analyse data resulting from product testing • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others
Get the work done	• Monitor outcomes of decisions and identify key product quality system concepts and principles that may be adaptable to future situations • Use digital tools to monitor processes and access and organise complex data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5021 Implement and review the processing of fruit, vegetables, nuts, herbs and spices	FDFFST4050A Identify and implement product safety and quality for processing of fruit, vegetables & other produce	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Unit code updated to reflect AQF level Updated unit title	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5021 Implement and review the processing of fruit, vegetables, nuts, herbs and spices

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented and reviewed the quality and safe processing of at least two different fruit, vegetable, nut, herb or spice products, including:

- overseeing commercial processing techniques for each product
- reviewing the processing of each product to assess the food safety and quality.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the physiology of fruits, vegetables, nuts, herbs and spices
- the range of available fruits, vegetables, nuts, herbs and spices used in the food industry
- the physiological changes that can occur to fruit, vegetables, nuts, herbs and spices during harvest, processing, transport and storage
- additives and preservatives used in the production process
- the various methods of storage that assist to prolong the shelf-life of fruits, vegetables, herbs and spices
- methods of cleaning and storage of fruit, vegetable, nut, herb and spice products for sale as fresh produce or for further processing
- manufacturing processes for pickled, canned, dried, and concentrated fruit, frozen and canned vegetables, herb and spice products
- processes and inputs for jam and sauce production
- testing procedures for raw materials through to manufactured product
- stages of production, critical control points (CCPs) and critical limits
- packaging procedures for fruit, nuts, vegetables, herbs and spices
- quality and continuous improvement processes for food processing

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- regulatory requirements associated with processing fruit, vegetables, nuts, herbs and spices
- health and safety hazards in the workplace and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food processing workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5022 Implement and review the processing of fish and seafood products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement, monitor and review product safety and quality procedures for processing fish and seafood products.

This unit applies to individuals who use knowledge of food science and processes to determine the required food safety, quality and performance of food production equipment.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify harvesting and storage practices for fish and seafood	1.1 Identify fish or seafood to be harvested 1.2 Identify techniques to harvest fish and seafood 1.3 Select appropriate storage procedures to prevent spoilage

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify spoilage organisms associated with fish and seafood
2. Select the processing techniques and technology used to produce various fish and seafood products	2.1 Identify the manufacturing process to produce a pickled, cured, frozen or canned fish and seafood product 2.2 Perform sensory evaluation of fish and seafood 2.3 Assess product suitability for use in the manufacturing process
3. Monitor commercial techniques to manufacture fish and seafood product samples	3.1 Identify a manufacturing process to produce value-added products 3.2 Construct a process chart for a selected fish or seafood product 3.3 Set up the production system to the required operating specifications and verify production to specification 3.4 Test product samples to ensure quality outcome
4. Review production processes	4.1 Review the critical control points (CCPs) and critical limits for product safety 4.2 Review operating procedures for food safety and quality 4.3 Review the work health and safety plan for processing of food products 4.4 Review environmental impacts and associated costs for processing of food products

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product specifications, quality and workplace procedures
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others

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Skill	Description
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5022 Implement and review the processing of fish and seafood products	FDFFST4051A Identify and implement product safety and quality processes for fish and seafood products	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Unit code updated to reflect AQF level Updated unit title	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5022 Implement and review the processing of fish and seafood products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented and reviewed the processing of two different fish and/or seafood products, including:

- classifying fish and seafood classes according to their phylum/species
- selecting appropriate storage procedures for fish and seafood products to prevent spoilage
- performing sensory evaluation of fish and/or seafood
- assessing the suitability of the fish and/or seafood for use in the manufacturing process
- setting up the manufacturing processes used to produce value-added fish and/or seafood products
- monitoring compliance of processing procedures with food safety and quality requirements
- interpreting critical control points (CCPs) and critical limits
- diagnosing, rectifying and/or reporting problems arising from the preparation and production of fish and/or seafood
- carrying out tests for product safety and quality.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- commonly processed fish and seafood classes according to their phylum/species
- species of fish and seafood that are generally used in food industry/retail
- harvesting techniques
- storage procedures for fresh and cooked fish and seafood
- spoilage organisms associated with fish and seafood
- sensory evaluation of fish and seafood

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- manufacturing processes used to produce pickled, cured, frozen and canned fish and seafood
- manufacturing processes used to produce value-added fish and seafood product, including fish/seafood nuggets, sushi and sashimi
- testing procedures for raw materials through to manufactured product
- stages of production, CCPs and critical limits
- quality and continuous improvement processes
- regulatory requirements associated with processing fish and seafood
- environmental impacts of the seafood processing operation
- health and safety hazards in the workplace and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
  - suitable fish and seafood and production facilities to produce product samples
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5023 Implement and review the production of milk fat products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement, monitor and review standards and procedures for the manufacture of milk fat products, to ensure quality and safety standards are met.

This unit applies to individuals who use knowledge of food science and processes and are responsible for maintaining product safety, quality and efficiency in the dairy processing sector.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Manufacture milk fat products	1.1 Interpret the specifications for the end product 1.2 Document data requirements and collection points for food safety,

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	quality and production standards from procedures 1.3 Apply or develop procedures to deal with non-conformance in relation to process and the final product 1.4 Ensure a safe working environment for the manufacture of product samples 1.5 Communicate safety and quality requirements to team 1.6 Manufacture a range of sample milk fat products
2. Monitor the manufacture of milk fat products to meet quality standards	2.1 Select appropriate production system and determine the sequence of activity to prepare the system for operation 2.2 Establish resource requirements for the preparation and manufacture of milk fat products 2.3 Implement or develop a production schedule to ensure all resources and requirements are available and meet company requirements 2.4 Set production system to operating specifications before and during production 2.5 Implement and monitor process controls for the preparation and manufacture of the products
3. Diagnose, rectify and report problems arising from the preparation and manufacture of manufactured milk products	3.1 Conduct sensory analysis and product testing to identify defects 3.2 Apply systems to identify defects in the preparation and manufacture of the products 3.3 Implement adjustments to processes and equipment in response to analysed results 3.4 Report problems to designated person
4. Review production processes	4.1 Review the critical control points (CCPs) and critical limits for product safety 4.2 Review operating procedures to ensure safe work, food safety and quality 4.3 Review environmental impacts and associated costs of production 4.4 Update production processes where necessary

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product quality and workplace procedures
Numeracy	• Maintain and analyse data resulting from product testing • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others
Get the work done	• Take responsibility for high-impact decisions in product quality systems • Monitor outcomes of decisions and identify key product quality system concepts and principles that may be adaptable to future situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5023 Implement and review the production of milk fat products	FDFFST5023A Implement and review the production of milk fat products	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5023 Implement and review the production of milk fat products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively implemented and reviewed standards in the production of at least two milk fat products, including:

- documenting the steps in production for each product
- establishing critical control points (CCPs) and critical limits for each step in production
- determining a production schedule for each product
- conducting sensory evaluation and product testing
- overviewing the implementation of the CCP plan
- conducting product sampling and testing according to the CCP plan and operational procedures
- identifying and addressing non-compliances
- providing relevant information to work colleagues to facilitate understanding of, and compliance with, the Australian Standards and associated regulations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the impact of processing on milk
- compositional requirements for a range of milk fat products
- manufacturing processes, including materials and equipment, involved in producing cream, butter, condensed milk, milk powder and milk with amendments or additives
- purpose of each process, and relationship between the processes, used in the preparation and manufacture of milk fat products
- principles of operation of equipment and accessories used in the preparation and manufacture of milk fat products

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- output of each of the processes used in the preparation and manufacture of milk fat products
- critical factors in the preparation and manufacture of milk fat products
- potential product defects and their causes, which may arise in the preparation and manufacture of milk fat products
- the hazards associated with raw milk
- the various spoilage organisms associated with milk
- food safety standards that apply to milk and milk products
- chemical and physical hazards that may affect milk.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5024 Implement and review the production of fermented dairy products and dairy desserts

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement, monitor and review the standards and procedures for manufacture of fermented dairy products and dairy desserts.

This unit applies to individuals who are responsible for maintaining product safety, quality and efficiency in the dairy processing sector and who exercise autonomy in undertaking complex work related to product design, quality assurance and production management.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor the production of fermented dairy products and dairy	1.1 Select appropriate production system and implement preparation for operation 1.2 Establish ingredients and resource requirements for the preparation

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
desserts to meet quality standards	and manufacture of the products 1.3 Implement a production schedule, ensuring all resources and requirements are available and meet company requirements 1.4 Interpret data requirements for food safety, quality and production standards 1.5 Establish data collection points consistent with equipment capabilities and data requirements 1.6 Communicate production and quality requirements to team 1.7 Implement procedures to deal with non-conformance in relation to process and the final product 1.8 Set production system to operating specifications before and during production 1.9 Monitor process controls for the manufacture of the products
2. Diagnose, rectify and report problems arising from the preparation and manufacture of fermented milk products and dairy desserts	2.1 Determine sensory evaluation and product testing protocols used to identify defects and non-compliant product 2.2 Implement a system to identify defects in the preparation and manufacture of the products 2.3 Implement a sampling plan to produce samples for analysis 2.4 Conduct sensory analysis of products 2.5 Implement adjustments to processes and equipment in response to test results 2.6 Report problems to designated person
3. Review production processes for fermented milk products and dairy desserts	3.1 Review the critical control points (CCPs) and critical limits for product safety 3.2 Review operating procedures for food safety and quality 3.3 Review safe work systems for processing of products 3.4 Review the environmental impacts and energy efficiencies for processing the product

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product quality and workplace procedures
Oral communication	• Use industry standard terminology
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedule for test equipment
Get the work done	• Address problems as they arise • Use technology to access and analyse information, prepare reports, and to access and prepare relevant data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5024 Implement and review the production of fermented dairy products and dairy desserts	FDFFST5024A Implement and review the production of fermented dairy products and dairy desserts	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5024 Implement and review the production of fermented dairy products and dairy desserts

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively implemented and reviewed the manufacture of at least two fermented dairy products or dairy desserts, including:

- selecting the formulation for each product
- implementing the production schedule and ensuring all resources and requirements are available and meet workplace requirements
- setting the production system to operating specifications before and during production
- identifying potential product defects and their causes
- implementing adjustments to process, or equipment, in response to system review
- carrying out product sampling and testing according to the critical control point (CCP)-based plan and operational procedures
- providing relevant information to work colleagues to facilitate understanding of, and compliance with, food safety standards and associated regulations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of fermented dairy products and dairy desserts
- statutory compositional requirements for the different types of fermented dairy and dairy desserts
- the role of major ingredients in fermented dairy milk products and dairy desserts
- processes used in the preparation and manufacture of fermented dairy products and dairy desserts

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- sequence of processes used in the preparation and manufacture of fermented dairy products and dairy desserts
- the output of each of the processes used in the preparation and manufacture of fermented dairy products and dairy desserts
- the production systems used for the preparation and manufacture of each fermented dairy and dairy dessert product, and the preferred sequence of activity to prepare the system for operation
- the critical factors in the preparation and manufacture of fermented dairy products and dairy desserts
- the resource requirements for the preparation and manufacture of fermented dairy products
- principles of operation of equipment and accessories used in the preparation and manufacture of fermented dairy products and dairy desserts
- potential product defects and their causes, which may arise in the preparation and manufacture of fermented dairy products and dairy desserts
- the fermentation process as applied to dairy products
- formulation of fermented dairy products
- testing procedures for raw materials through to manufactured product
- sensory analysis techniques for fermented dairy products and dairy desserts
- chemical and physical hazards that may affect milk-based products
- sanitation and hygiene procedures
- CCP principles and critical limits in a CCP program
- regulatory requirements associated with fermented dairy products and dairy desserts.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPFST5025 Implement and review the production of concentrated and dried dairy products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to monitor and review production standards and procedures for manufacture of concentrated and dried dairy products. The individual is required to use knowledge of food science and processes to determine the required food safety, quality and performance required from food production equipment.

This unit applies to individuals who are responsible for maintaining product safety, quality and efficiency in the dairy processing sector and who exercise autonomy in undertaking complex work related to product design, quality assurance and production management.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for the	1.1 Identify the statutory compositional requirements for the different

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
manufacture of concentrated and dried milk and related products	types of concentrated and dried milk and related products 1.2 Select the required formulation of concentrated and dried milk and related products 1.3 Select the appropriate production system and the sequence of activity to prepare the system for operation 1.4 Prepare equipment and access safe operating procedures for its operation 1.5 Communicate production, quality and safety requirements to team
2. Monitor the manufacture of concentrated and dried milk and related products to ensure quality standards are met	2.1 Implement a production schedule, ensuring all resources and requirements are available and meet company requirements 2.2 Set the production system to operating specifications before and during production 2.3 Interpret data requirements for food safety, quality and production standards 2.4 Establish data collection points consistent with equipment capabilities and data requirements 2.5 Apply or develop procedures to deal with non-conformance in relation to process and the final product 2.6 Implement and monitor concentration and drying procedures 2.7 Implement and monitor process controls for the preparation and manufacture of the products
3. Diagnose, rectify and report problems arising from the preparation and manufacture of concentrated and dried milk and related products	3.1 Establish sensory evaluation and product testing protocols to identify defects 3.2 Implement a system to identify defects in the preparation and manufacture of the products 3.3 Implement a sampling plan for concentrated and dried dairy products 3.4 Conduct sensory analysis and analyse results 3.5 Identify and apply adjustments to processes and equipment in response to analysed results 3.6 Report problems to designated person
4. Review production processes	4.1 Review the critical control points (CCPs) and critical limits for product safety

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.2 Review operating procedures for food safety and quality 4.3 Review safe work systems for processing of products 4.4 Review the environmental impacts and energy efficiencies for processing the products

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product quality and workplace procedures
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others • Use technology to access information, prepare reports, and to access and prepare relevant data
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications • Use industry standard terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5025 Implement and review the production of concentrated and dried dairy	FDFFST5025A Implement and review the production of concentrated and dried dairy products	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
products		clarify intent	

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5025 Implement and review the production of concentrated and dried dairy products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented and reviewed the manufacture of at least one concentrated and dried dairy product, including:

- selecting the formulation for the product
- implementing the production process, ensuring all resources and requirements are available and meet workplace requirements
- setting up the processing system to operating specifications before and during production
- identifying potential product defects and non-conformances and their causes, which may arise in the preparation and manufacture of the concentrated and dried dairy product
- diagnosing and addressing faults and non-compliances
- making adjustments to process/equipment in response to non-conformances
- carrying out product sampling and testing according to the critical control point (CCP)-based plan and operational procedures
- providing relevant information to work colleagues to facilitate understanding of, and compliance with, the Australian Standards and associated regulations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- different types and formulation of concentrated and/or dried milk and related products
- production systems used for the preparation and manufacture of concentrated and/or dried milk and related products
- the output of each of the processes used in the preparation and manufacture of concentrated and/or dried milk and related products
- the major ingredients found in concentrated and/or dried milk and related products

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- preparation and manufacture of concentrated and/or dried milk and related products, including mix standardisation/calculation, mixing/blending, homogenisation, heat treatment, packaging, and storage and distribution
- the production system for the preparation and manufacture of concentrated and/or dried milk and related products, including production instruction, quality assurance requirements and specifications, production specification and standards, production equipment, production procedures, cleaning procedures and materials and raw materials
- critical factors in the preparation and manufacture of concentrated and/or dried milk and related products
- potential product defects and their causes, which may arise in the preparation and manufacture of concentrated and/or dried milk and related dairy products
- specific domestic and export market specifications for concentrated and/or dried milk and related products
- sensory analysis techniques
- chemical and physical hazards that may affect milk-based products
- sampling and testing techniques and how to interpret results
- procedures for milk product storage, handling and preparation
- sanitation and hygiene procedures
- identification of CCPs and critical limits
- regulatory requirements associated with concentrated and dried dairy products.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real dairy processing workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5026 Implement and review the production of ice creams and frozen dairy products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to monitor and review production standards and procedures for ice creams and frozen dairy products. The individual is required to use knowledge of food science and processes to determine the required food safety, quality and performance of food production equipment.

This unit applies to individuals who are responsible for maintaining product safety, quality and efficiency in the dairy processing sector, and who exercise autonomy in undertaking complex work related to product design, quality assurance and production management.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for the manufacture of ice	1.1 Identify the statutory compositional requirements for ice creams and frozen dairy products

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
creams and frozen dairy products	1.2 Select the required formulation of ice creams and frozen dairy products 1.3 Select the appropriate production system and the sequence of activity to prepare the system for operation 1.4 Prepare equipment and access safe operating procedures for its operation
2. Monitor the preparation and manufacture of ice creams and frozen dairy products to ensure quality standards are met	2.1 Establish resource requirements for the preparation and production of ice creams and frozen dairy products that include confectionery, flavourings and fruits 2.2 Implement a production schedule to ensure all resources and requirements are available and meet company requirements 2.3 Set the production system to operating specifications before and during production 2.4 Test chilling and refrigeration procedures 2.5 Determine data requirements for food safety, quality and production standards 2.6 Establish data collection points consistent with equipment capabilities and data requirements 2.7 Implement procedures to deal with non-conformance in relation to process and the final product 2.8 Implement and monitor process controls for the preparation and manufacture of the products
3. Diagnose, rectify and report problems arising from the preparation and manufacture of ice creams and frozen dairy products	3.1 Implement a sampling plan for ice creams and frozen dairy products 3.2 Conduct sensory analysis to check quality of product 3.3 Identify product defects and their causes in the preparation and manufacture of ice creams and frozen dairy products 3.4 Identify and implement adjustments to process and equipment in response to analysed results 3.5 Report problems to designated person
4. Review production processes	4.1 Review the critical control points (CCPs) and critical limits for product safety 4.2 Review operating procedures for food safety and quality 4.3 Review safe work systems for processing of products

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Review the environmental impacts and energy efficiencies for processing

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product quality and workplace procedures
Oral communication	• Use industry terminology
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others
Get the work done	• Problem-solve issues as they arise • Use technology to access information, prepare reports, and to access and prepare relevant data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5026 Implement and review the production of ice creams and frozen dairy products	FDFFST5026A Implement and review the production of ice creams and frozen dairy products	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

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Assessment Requirements for FBPFST5026 Implement and review the production of ice creams and frozen dairy products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented and reviewed the production of at least one ice cream or frozen dairy product, including:

- incorporating confectionery, flavourings or fruits
- identifying and diagnosing defects in the preparation and manufacture of ice creams or frozen dairy desserts
- implementing adjustments to process/equipment in response to review
- carrying out product sampling and testing according to the critical control point (CCP)-based plan and operational procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of ice creams and frozen dairy products
- the role of the major ingredients found in ice creams and frozen dairy products
- the production system for the preparation and manufacture of ice creams and frozen dairy products, including production instruction, quality assurance requirements and specifications, production specification and standards, production equipment, production procedures, cleaning procedures and materials and raw materials
- the output of each of the processes used in the preparation and manufacture of ice creams and frozen dairy products
- the principles of operation of equipment and accessories used in the preparation and manufacture of ice creams and frozen dairy products
- different types and formulation of ice creams and frozen dairy products
- critical factors in the preparation and manufacture of ice creams and frozen dairy products

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- identification of defects during production and of final products
- quality and continuous improvement processes
- sensory analysis techniques
- chemical, physical and microbiological hazards that may affect ice creams and frozen dairy products
- storage, handling and preparation procedures for ice creams and frozen dairy products
- CCP principles and critical limits in a CCP program
- regulatory requirements associated with ice creams and frozen dairy products.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real dairy processing workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5027 Implement and review the production of milk and related products by the membrane system

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement the production of milk and milk products using a membrane system, and to review production standards and procedures for that process. The individual is required to use knowledge of food science and processes to determine the required food safety quality and performance of food production equipment.

This unit applies to individuals who are responsible for maintaining product safety, quality and efficiency in the dairy processing sector, and who exercise autonomy in undertaking complex work related to food product design, quality assurance and production management.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and monitor the	1.1 Identify quality and safety standards for milk products

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
manufacturing of milk using a membrane system	manufactured using a membrane system 1.2 Select appropriate production systems and the sequence of activity, and prepare the system for operation 1.3 Establish ingredients and resource requirements for production run 1.4 Interpret or develop a production schedule to ensure all resources and requirements are available and meet company requirements 1.5 Set the production system to operating specifications before and during production 1.6 Document data requirements for food safety, quality and production standards 1.7 Establish data collection points consistent with equipment capabilities and data requirements 1.8 Apply or develop procedures to deal with non-conformance in processes 1.9 Monitor process controls for the production of quality products
2. Diagnose, rectify and report problems arising from manufacturing of milk and related products by a membrane system	2.1 Determine and implement methods and systems to identify product defects in the preparation and production process 2.2 Implement a sampling plan for products 2.3 Conduct sensory analysis of products and analyse results 2.4 Identify and apply adjustments to processes and equipment based on test results 2.5 Report problems to designated person
3. Review production processes	3.1 Review the critical control points (CCPs) and critical limits for product safety 3.2 Review operating procedures for the food safety and quality of products 3.3 Review safe work systems for processing of products 3.4 Review the environmental impacts and energy efficiencies for processing

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product quality and workplace procedures
Oral communication	• Use industry standard terminology
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others
Get the work done	• Monitor outcomes of decisions and identify key product quality system concepts and principles that may be adaptable to future situations • Use technology to access and monitor information, prepare reports, and to access and prepare relevant data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5027 Implement and review the production of milk and related products by the membrane system	FDFFST5027A Implement and review the production of milk and related products by the membrane system	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5027 Implement and review the production of milk and related products by the membrane system

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented and reviewed the production of one type of milk and one milk-related product, including:

- identifying and implementing the appropriate production system
- estimating the resource requirements for a specific order or run
- diagnosing, rectifying and/or reporting problems arising from the preparation and production using a membrane system
- implementing adjustments to process and equipment in response to test results
- carrying out product sampling and testing according to the critical control point (CCP)-based plan and operational procedures
- reviewing production procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- different types of milk and related products manufactured by a membrane system
- statutory compositional requirements for the different types of milk and related products manufactured by a membrane system
- the purpose of each process, and the principles of operation of equipment and accessories, for the preparation and production of different milk products
- production systems used by a membrane system
- operation of equipment and accessories used in the preparation and manufacturing processes

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- critical factors in the preparation and production of milk and related products manufactured by a membrane system
- potential problems and product defects arising from a membrane system of manufacture
- formulation of milk and related products
- role of major ingredients found in milk and related products
- testing procedures for raw materials through to manufactured product
- sensory analysis techniques
- chemical and physical hazards that may affect milk and related products manufactured by a membrane system
- safe work procedures
- sanitation and hygiene procedures
- CCP principles and critical limits in a CCP program
- regulatory requirements associated with milk and related products manufactured by a membrane system
- environmental impacts of a membrane system.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5028 Implement and review the manufacturing and processing of edible fats and oils

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement and review the manufacture and processing of edible fats and oils, based on the preparation of product samples.

This unit applies to food science and technology personnel who have roles in product design, quality assurance and production management. The unit typically applies to staff who have responsibility for maintaining product safety, quality and efficiency in food production in the edible fats and oils sector.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Review preparation of plant and animal	1.1 Identify processing stages for preparation of products

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
products for oil extraction and processing	1.2 Establish the principles of pre-treatments for fat and oil processing 1.3 Establish regulatory, quality and safety requirements 1.4 Conduct test runs of the manufacturing process and check product against requirements
2. Monitor processing techniques and technologies to produce fat or oil product	2.1 Identify processing techniques and technologies used to produce edible fats and oils 2.2 Identify the steps involved in the manufacture of the product 2.3 Apply appropriate hygiene and sanitation practices 2.4 Identify data requirements appropriate for food safety, quality and production standards 2.5 Manufacture edible fats and oils according to specifications 2.6 Establish data collection points consistent with equipment capabilities and data requirements 2.7 Implement procedures to deal with non-conformance in relation to process and the final product
3. Review packaging of fat and oil products	3.1 Identify suitable packaging and storage requirements for the products and check against regulatory, client and company requirements 3.2 Undertake test packaging of products and check for safety and conformance to client and company requirements
4. Assess the quality, safety and shelf life of fats and oil products	4.1 Carry out tests to assess the safety and quality and to determine the shelf life of the product 4.2 Conduct sensory analysis to confirm product quality 4.3 Identify and assess all common hazards and critical control points (CCPs) for the production of products
5. Review production processes	5.1 Monitor and review the critical control points (CCPs) and critical limits for product safety 5.2 Review operating procedures for food safety and quality 5.3 Review the production plan against company and client schedules and quality requirements 5.4 Review environmental impacts and associated costs for processing of food products 5.5 Rectify or report issues arising with production processes

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product quality and workplace procedures
Writing	• Develop procedures for implementing and monitoring a product quality system
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5028 Implement and review the manufacturing and processing of edible fats and oils	FDFFST4052A Implement and review the manufacturing and processing of edible fats and oils	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Unit code updated to reflect AQF level	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5028 Implement and review the manufacturing and processing of edible fats and oils

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented and reviewed the manufacturing and processing of at least one edible fat or oil product, including:

- reviewing the various methods of storage that assist to prolong the shelf life of fats and oils
- using processing techniques, utilising commercial materials and equipment
- carrying out product testing
- monitoring compliance of processing procedures with food safety and quality requirements
- diagnosing, rectifying and/or reporting problems and non-compliances arising from the preparation and production of animal- and plant-based fats and oils
- interpreting critical control points (CCPs) and critical limits.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- widely available animal- and plant-based fats and oils and seasonal availability
- the physiological and chemical changes that can occur in fats and oils during harvest, transport and further processing
- various methods of storage that assist in prolonging the shelf life of animal- and plant-based fats and oils
- processing techniques and technologies used to produce animal- and plant-based fats and oils
- testing techniques used to identify quality and safety parameters of edible fats and oils
- packaging requirements for edible fats and oils

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- sensory analysis parameters for edible fats and oils
- common spoilage reactions associated with fats and oils
- manufacturing processes for a range of fats and oils
- the physiology and chemistry of edible fats and oils
- methods of storage for edible fats and oils
- regulatory, quality and safety requirements relating to the production of fats and oils
- CCPs and critical limits at each stage of the production process
- environmental impacts of the processing operation
- health and safety hazards in the workplace and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food production workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5029 Implement and review manufacturing, packaging and testing of beverage products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement and review processes for manufacturing, packaging and testing of beverage products.

This unit applies to individuals who use knowledge of food science and processes to assess product safety, quality and efficiency of production processes in the beverage sector.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Produce a range of beverage product samples	1.1 Source raw materials for production of beverage 1.2 Select and prepare equipment for beverage production 1.3 Implement pre-treatments for beverage production

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify and use permissible additives and preservatives 1.5 Identify data requirements for food safety, quality and production standards 1.6 Establish data collection points consistent with equipment capabilities and data requirements 1.7 Use appropriate processing techniques and technologies to produce a range of beverage product samples 1.8 Identify or develop procedures to deal with non-conformance in relation to process and the final product 1.9 Produce sample products using appropriate hygiene and sanitation techniques
2. Review packaging of beverage products	2.1 Identify packaging requirements for beverage products and confirm they are consistent with regulatory, client and company requirements 2.2 Implement or supervise test packaging of the product and check for safety and conformance to client and company requirements
3. Assess the quality, safety and shelf life of a range of beverage products	3.1 Carry out testing techniques including sensory analysis to assess the safety, quality and shelf life of the product 3.2 Identify and assess all common hazards and critical control points (CCPs) for the production of products
4. Review production processes	4.1 Review the CCPs and critical limits for product safety 4.2 Review operating procedures to ensure safe work, food safety and quality 4.3 Review the environmental impacts and associated costs for processing of food products 4.4 Update production processes where necessary

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product specifications, quality and workplace procedures
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedule for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others
Interact with others	• Clarify the purpose and possible actions to be taken as a result of work-related communications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5029 Implement and review manufacturing, packaging and testing of beverage products	FDFFST4053A Implement and review manufacturing, packaging and testing of beverage products	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Unit code updated to reflect AQF level	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5029 Implement and review manufacturing, packaging and testing of beverage products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented and reviewed manufacturing, packaging and testing of at least two beverage products, including:

- selecting and sourcing raw materials for processing beverages
- preparing a detailed production flow chart for beverage production
- determining data collection requirements for safety and quality monitoring
- conducting product sampling
- applying and interpreting a range of quality tests used in the manufacture of beverages, including brix, acidity, alcohol content determination, sulphur dioxide determination, carbonisation level, sensory evaluation and packaging integrity
- analysing test results
- monitoring compliance of processing procedures with food safety and quality requirements
- interpreting critical control points (CCPs) and critical limits
- reviewing quality procedures based on product testing.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the range of beverage products, including beers, spirits, fruit juice products, carbonated beverages, fortified non-alcoholic beverages, tea and coffee
- the different styles of beers generally manufactured
- the different types of fruit juice products generally manufactured
- manufacturing process for the production of various types of fruit juices

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- additives and preservatives used in different types of beverages
- manufacturing processes for a variety of carbonated and non-carbonated beverages
- the variety of styles of teas and coffees generally available
- manufacturing processes for the production of various styles of tea and coffee
- common spoilage and food poisoning organisms associated with beverage production
- brewing processes used in the production of various styles of beverages
- fermentation processes in various styles of beverage production
- quality tests used in the manufacture of beverages, including brix, acidity, alcohol content determination, sulphur dioxide determination, carbonisation level, sensory evaluation and packaging integrity
- stages of production, CCPs and critical limits for production processes
- packaging procedures
- regulatory requirements associated with processing beverages
- environmental impacts of the processing operation
- health and safety hazards in the workplace and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST5030 Implement and review manufacturing of cereal products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement and review the manufacture of cereal products. The individual is required to use knowledge of food science and processes to assess product safety and quality and the efficiency of cereal production processes.

This unit applies to individuals who are responsible for maintaining product safety, quality and efficiency in cereal production.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Carry out preparation and pre-treatments for cereal-based products	1.1 Identify and document processes for preparing the products 1.2 Select ingredients and prepare for processing

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
processing	1.3 Select and prepare required materials and equipment
2. Produce a range of cereal-based product samples	2.1 Select appropriate additives and preservatives used in the production of product samples 2.2 Identify data requirements for food safety, quality and production standards 2.3 Establish data collection points consistent with equipment capabilities and data requirements 2.4 Adjust procedures to deal with non-conformance in relation to processes and the final product 2.5 Implement appropriate processing techniques and technologies
3. Review packaging and procedures for cereal-based products	3.1 Identify suitable packaging requirements for cereal-based products consistent with regulatory, client and workplace requirements 3.2 Carry out or supervise test packaging of products and check for safety and conformance to customer and workplace requirements 3.3 Apply adjustments to packaging procedures and design
4. Assess the quality and safety and shelf life of a range of cereal-based products	4.1 Carry out testing techniques to assess the quality and safety of the products 4.2 Carry out a range of testing techniques to determine the shelf life of the products 4.3 Identify and assess all common hazards at critical control points (CCPs) for the production of products
5. Review production processes	5.1 Review the CCPs and critical limits for product safety 5.2 Review operating procedures for food safety and quality 5.3 Review the production plan for processing of food products 5.4 Review the environmental impacts and associated costs for processing of food products

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret product quality and workplace procedures
Numeracy	• Maintain and analyse data resulting from testing of products • Determine calibration procedures and schedules for test equipment
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others
Get the work done	• Monitor outcomes of decisions and identify key product quality system concepts and principles that may be adaptable to future situations • Use digital tools to monitor processes and access and organise complex data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST5030 Implement and review manufacturing of cereal products	FDFFST4054A Identify and implement product safety for manufacturing of cereal products	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Updated unit title Unit code updated to reflect AQF level	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST5030 Implement and review manufacturing of cereal products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively implemented and reviewed the manufacturing of at least two different cereal products, including:

- checking selected ingredients and preparing equipment for processing
- applying production processes to prepare and manufacture cereal products
- conducting sensory evaluation and product testing
- reviewing production processes, critical control point (CCP)-based food safety plans and product quality
- determining data requirements for monitoring product safety and quality
- monitoring compliance of processing procedures with food safety and quality requirements
- interpreting CCPs and critical limits
- diagnosing, rectifying and/or reporting problems arising from the preparation and production of cereal products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the different varieties of cereal grains
- the processing techniques and technologies used to produce various cereal products
- the major constituents of a cereal grain
- additives and preservatives used in cereal production
- the use of each constituent of a cereal grain
- the milling process generally used to produce flour
- gluten and its role in a range of wheat-flour-based products

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- bread, biscuit, cake and pastry production techniques
- the manufacturing processes used to produce pasta and noodle products
- the manufacturing processes used to produce breakfast cereal products
- regulatory requirements associated with processing cereal products, including food safety standards
- environmental impacts of the processing operation
- health and safety hazards in the workplace and controls relating to work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food manufacturing workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFST6001 Develop, manage and maintain quality systems for food processing

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to develop, manage and maintain quality systems to enable food processing enterprises to operate in specific markets and build consumer confidence in products. The individual is required to demonstrate deep knowledge in a specific technical area and to design and communicate solutions to sometimes complex problems.

This unit applies to individuals who are responsible for designing, implementing and continually improving a quality (QA) system in food production. They typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and strategies.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish requirements of the quality system	1.1 Develop policies expressing the organisation's commitment to the quality system and processes 1.2 Identify legislative requirements for quality systems 1.3 Determine scope and objectives of the quality system in relation to all business operations, customers, suppliers and contractors 1.4 Establish quality performance standards, including for customer and supplier service, consistent with the direction and goals of the organisation 1.5 Identify resource requirements and include in financial, human resource and operational plans
2. Design the quality system	2.1 Apply quality principles to all business operations to achieve business goals and performance standards 2.2 Define and communicate responsibilities for development, implementation and operation of the quality system 2.3 Include personnel from all levels and areas of the organisation in the development and implementation of the quality system 2.4 Develop and validate quality system components, procedures, policies and supporting documentation to meet organisation, customer and regulatory requirements 2.5 Develop consultative and communication strategies to link the quality system with all aspects of business operations 2.6 Negotiate supplier or contractor service standards and audit requirements 2.7 Develop performance measures and indicators to measure performance against policies, goals and performance standards
3. Implement and monitor the quality system	3.1 Prepare and resource the implementation plan for the quality system 3.2 Prepare and resource training plans to provide personnel at all levels with quality concepts and skills 3.3 Address quality system requirements and customer focus in the establishment, operation and evaluation of all quality system components 3.4 Identify, develop and monitor control and preventative action measures and procedures 3.5 Establish procedures for reporting, recording and responding to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	non-conformances and non-compliances 3.6 Monitor and document customer and supplier service standards 3.7 Collect and analyse quality data and report issues 3.8 Monitor quality costs and performance 3.9 Prepare quality system for external review and approval by relevant authorities
4. Continuously improve the quality system	4.1 Monitor and review impacts of the quality system on operations 4.2 Respond to and resolve customer complaints and requests, and use the information to improve the system 4.3 Establish procedures for the ongoing identification and resolution of issues 4.4 Update the quality system for changes in process, technical information, customer and regulatory requirements 4.5 Engage stakeholders in decision making and continuous improvement processes and strategies 4.6 Use quality results, findings and conclusions in improvement processes 4.7 Analyse the costs and benefits of the quality system 4.8 Review quality goals and targets continuously
5. Communicate quality outcomes	5.1 Complete the certification of product and processes consistent with quality outcomes and customer and regulatory requirements 5.2 Notify regulatory authorities and agencies of breaches and non-compliance incidents 5.3 Use quality outcomes to promote public confidence in products and services

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret food safety guidelines and regulations • Interpret quality procedures
Writing	• Develop procedures for implementing and monitoring a quality system • Document plans and standards for a quality system
Numeracy	• Maintain and analyse data resulting from monitoring and reviewing of a quality system • Analyse costs of a quality system
Navigate the world of work	• Monitor adherence to legal and regulatory standards and responsibilities for self and others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST6001 Develop, manage and maintain quality systems for food processing	FDFFST5030A Develop, manage and maintain quality systems for food processing	Updated to meet Standards for Training Packages Unit code updated to reflect AQF level	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFST6001 Develop, manage and maintain quality systems for food processing

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has developed, managed and maintained quality systems for food processing on at least one occasion, including:

- developing and documenting quality system procedures in compliance with enterprise and legislative requirements
- implementing the quality system in a typical food production process, including establishing responsibilities, training requirements and reporting arrangements
- collecting and analysing process control data and other data, and recommending quality system improvements
- developing procedures to deal with non-conformance in relation to quality system requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the key concepts, philosophies and tools of quality management
- the management and organisational structure and its impact on quality systems
- the role audits play in a quality system
- documentation requirements of the quality system and their roles in the functioning of the system, including the requirement for effective and secure quality recordkeeping systems
- organisational goals and directions and their implications for the quality system
- the legal requirements for the establishment and maintenance of the quality system, including responsibilities for reporting breaches to authorities and implementing audit findings

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- existence of International Organization for Standardization (ISO) 22000:2005 Food safety management systems, ISO 22003:2013 Food safety management systems, and ISO 103393:2013 Consumer product recall
- the principles and functions of hazard analysis and control, validation (including auditing) and verification of quality systems
- quality and performance standards relevant to a food production operation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - production process and related equipment, manufacturers' advice and operating procedures
  - a food processing enterprise with documentation to support the implementation of a quality system
  - methods and related software systems for collecting data and calculating yields, efficiencies and material variances appropriate to production environment
- specifications:
  - tests used to report relevant product/process information and recorded results.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFSY3002 Participate in a HACCP team

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to participate in the development and review of a hazard analysis critical control point (HACCP)-based food safety program.

The unit applies to individuals who work under broad direction and take responsibility for their own work, including limited responsibility for the work of others, and who participate in the development of a food safety program typically limited to their immediate work area.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Food Safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to develop or review a food safety program	1.1 Recognise roles and responsibilities for participating in, developing or reviewing a food safety program 1.2 Identify the scope of a food safety program

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Identify and review food safety hazards	2.1 Identify processes to be covered by the food safety program, and recognise the steps within each process 2.2 Identify food safety hazards that are reasonably expected for each critical control point 2.3 Review safety handling methods, processing techniques and existing support programs used in the workplace as part of a team
3. Establish or review methods to monitor and control food safety hazards	3.1 Establish acceptable methods of control for each food safety hazard that is reasonably expected to occur 3.2 Validate control methods against safety standards 3.3 Establish or review procedures for taking preventative action 3.4 Establish or review appropriate methods for monitoring that processes remain within control 3.5 Establish required corrective action to respond to situations where hazards are not effectively controlled

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret details of the food safety program

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY3002 Participate in a HACCP team Release 2	FBPFSY3002 Participate in a HACCP team Release 1	Dot point about different types of food safety hazards added to Knowledge Evidence	Equivalent

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Links

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Assessment Requirements for FBPFSY3002 Participate in a HACCP team

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has actively participated in a food safety team on a minimum of two occasions, including:

- identifying food safety hazards in the critical control points (CCPs) of production processes
- establishing and validating control standards and methods for a minimum of two potential hazards
- applying food safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and intent of food safety legislation, including Food Standards Code
- the roles and responsibilities for developing and maintaining the food safety program, including roles of internal and external auditors and authorised officers
- techniques for applying critical control point principles, including techniques for identifying hazards, assessing the likelihood of occurrence, determining acceptable methods of control, monitoring and recording requirements for each control point, identifying corrective action if controls are not met, and developing system review procedures
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence

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- techniques used to map operations and analyse food safety requirements, such as preparation of flow charts, hazard analysis charts and tables, and data analysis reports
- raw materials, ingredients and finished product composition and characteristics, and related handling and storage requirements
- food processing methods used in the workplace or work area, and their effect on food safety
- the role of consultation in the development, implementation and ongoing maintenance of the food safety program
- documentation and recording requirements to support communication and monitoring of the food safety program, including procedures for maintaining and updating relevant documents, such as operating procedures
- main types of food safety hazards and contamination likely to occur given product type and processing methods used
- conditions required for bacterial food poisoning to occur, such as water activity, pH, composition and time and temperature as relevant to food handled
- acceptable control methods for identified hazards, and required corrective actions when control requirements are not met
- typical support programs, such as cleaning schedules, pest control, stock rotation, product traceability, and personal hygiene, and how they can be used as part of a food safety program
- validation and verification processes and techniques and responsibilities.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - workplace food safety program documentation
- specifications:
  - review/audit arrangements
  - advice on quality and food safety legislation
  - procedures for developing or modifying specifications and other advice on food safety requirements
  - reporting/recording system
- relationships (internal and/or external):
  - interactions with team members.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFSY4002 Supervise and verify supporting programs for food safety

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to control hazards that are common in a hazard analysis critical control point (HACCP)-based food safety plan by supervising and verifying food safety, health and hygiene support programs.

This unit applies to individuals working in supervisory roles who identify food safety hazards and the need for and development of support programs, supervise the implementation of support programs, and verify compliance with support programs.

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Pre-requisite Unit

Nil

Unit Sector

Food safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish the role of food safety support programs in the food safety plan	1.1 Draw up a full description of the product 1.2 Identify the intended use and client group for the product 1.3 Identify all steps in the operation, from primary production,

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	processing, manufacture and distribution to the consumer 1.4 Identify hazards that can reasonably be expected to occur at each step 1.5 Identify hazard areas that are common to multiple steps in the operation 1.6 Define the need for support programs to control identified hazard areas
2. Develop support programs and procedures	2.1 Define the scope of the health and hygiene program 2.2 Identify microbiological, physical and chemical hazards associated with supplied unprocessed foods and packaging materials, and develop risk controls and safe work procedures 2.3 Identify microbiological, physical and chemical hazards associated with staff handling unpackaged food, and develop risk controls and safe work procedures 2.4 Identify microbiological and physical hazards arising from pest infestations, and develop risk controls and safe work procedures 2.5 Identify microbiological, physical and chemical hazards associated with using the premises and the equipment in them, and develop risk controls and safe work procedures 2.6 Identify chemical hazards associated with the use of cleaning chemicals, and develop risk controls and safe work procedures
3. Document and communicate the requirements of support programs as part of the food safety plan	3.1 Define work performance and establish critical limits for support programs where appropriate 3.2 Explain food safety support program requirements to the team, including regulatory requirements 3.3 Develop team commitment to, and responsibility for, food safety support programs 3.4 Provide induction, training and mentoring to the team to assist implementation of food safety support programs 3.5 Communicate support program requirements and procedures to management and staff through documented procedures, directions and signage
4. Monitor the implementation of support programs within	4.1 Monitor and correct personal behaviour, including hygiene, housekeeping and use of clothing and equipment where necessary

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
the food safety plan	4.2 Monitor critical control points to confirm performance 4.3 Check records for completion and accuracy 4.4 Analyse problem areas using appropriate quality improvement tools and techniques 4.5 Identify processes or conditions that could result in breaches of food safety procedures, and take preventive or corrective action
5. Verify compliance with support programs in a food safety plan and address non-compliances	5.1 Verify compliance of the food processing operation for support programs by workplace observation and analysis of records, supported by product testing, if required 5.2 Identify and analyse causes of non-conformance 5.3 Report non-conformance to supervisor 5.4 Update corrective action and control procedures to improve food safety 5.5 Document required amendments to the HACCP plan

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Accurately interpret food safety program and workplace food safety documents and procedures
Oral communication	• Interact effectively with work team
Get the work done	• Use problem-solving skills to respond to situations where hazards may not be effectively controlled

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FBPFSY4002 Supervise and verify supporting programs for food safety	FDFFS4002A Supervise and verify supporting programs for food safety	Updated to meet Standards for Training Packages Missing from unit mapping: Changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFSY4002 Supervise and verify supporting programs for food safety

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively developed, implemented, supervised and verified a minimum of one food safety support program with a small team, in a food processing environment, including:

- implementing procedures for food safety support programs
- communicating the requirements of food safety support programs to workers
- demonstrating and providing leadership in safe food handling and hygienic work practices
- monitoring compliance with food safety support program requirements
- completing records and reports related to the implementation of food safety support programs
- responding to non-compliances in support programs, and taking corrective action.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- current technical and process knowledge required to participate in investigations of food safety/quality hazards, risks and incidents
- common microbiological, physical and chemical hazards to food safety, and related control methods
- the way changes in equipment and/or processing methods can affect food safety hazards and level of risk
- regulatory requirements relating to approved supplier, staff health and hygiene, pest control, cleaning and sanitation, and chemical use programs
- objectives of a HACCP-based food safety system
- steps in the development of a CCP-based food safety system

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- steps in the systematic introduction of a CCP-based food safety system
- workplace recall and traceability procedures
- purpose of the CCP development and review process
- purpose, scope and development of procedures for:
  - approved supplier support programs
  - staff health and hygiene support programs
  - pest control support programs
  - cleaning and sanitation support programs
  - chemical use and storage support programs
- document controls associated with a procedure change
- process of auditing and verifying support programs in a HACCP-based food safety system
- health and safety in the workplace, regulatory and workplace requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - methods and related software systems, as required, for collecting data, analysing data and compiling into a report
- specifications:
  - production process and related equipment, manufacturers' advice and operating procedures
  - a HACCP-based food safety plan for the food processing workplace
- relationships:
  - interactions with work team.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFSY5001 Develop a HACCP-based food safety plan

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to develop a hazard analysis critical control point (HACCP)-based food safety plan and to oversee its implementation and monitoring.

This unit applies to individuals who develop HACCP-based food safety plans in a workplace setting.

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Pre-requisite Unit

Nil

Unit Sector

Food safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Describe the product, and scope the food safety plan	1.1 Obtain the appropriate product-specific knowledge and expertise 1.2 Specify the segment of the food chain and processes involved 1.3 Identify the scope of the HACCP plan and specify the class of hazards 1.4 Draw up a full description of the product

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.5 Identify the intended use and client group for the product
2. Construct a flow diagram of production and confirm its applicability	2.1 Include all steps in the operation, from primary production, processing, manufacture and distribution to the consumer 2.2 Use standard symbols and nomenclature to describe the processes and steps in the operation as a flow diagram 2.3 Specify the steps preceding and following a new operation 2.4 Validate the flow diagram against the operation at all stages of production
3. Analyse all potential hazards for each step and consider control measures	3.1 Identify hazards that can reasonably be expected to occur at each step 3.2 Analyse hazards and identify the risks posed to the production of safe food 3.3 Consider control measures for each hazard
4. Determine critical control points and the critical limits for each	4.1 Follow a process of decision-making to determine critical control points 4.2 Check hazards at each critical control point to ensure a control measure can be put in place 4.3 Modify the product or process where control measures are not available to allow a control measure at another stage 4.4 Specify critical limits for each critical control point that are either measured or sensory
5. Establish a monitoring system for each critical control point	5.1 Establish appropriate monitoring methods for each critical control point 5.2 Design monitoring methods to indicate the critical limit has been reached or is trending towards it 5.3 Monitor frequently to ensure that the critical control point is in control 5.4 Make adjustments on the basis of the monitoring of critical limits to prevent deviation and hazards occurring
6. Establish and record corrective actions and verification procedures	6.1 Design specific corrective actions to deal with deviations in the critical control point as they occur 6.2 Document procedures for treating or disposing of product for occasions when critical limits are exceeded

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	6.3 Develop verification procedures 6.4 Carry out verification to ensure the HACCP system is working effectively
7. Establish documentation and recordkeeping requirements	7.1 Document all HACCP procedures 7.2 Maintain records, including the collection of continuous monitoring data if required 7.3 Access records to determine that procedures in place are maintaining critical limits at each critical control point 7.4 Access HACCP procedures and review as part of continuous improvement 7.5 Design food safety systems and documentation to meet the requirements of auditing standards

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Measure and record non-conformance with specifications and food safety program
Navigate the world of work	• Apply knowledge of regulations and policies relevant to workplace HACCP-based food safety program • Monitor adherence to legal and regulatory standards and responsibilities for self and others
Get the work done	• Devise and implement solutions for the development of a HACCP-based food safety plan, including a system for ongoing monitoring and review • Use problem-solving skills to respond to situations where hazard may not be effectively controlled

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY5001 Develop a HACCP-based food safety plan	FDFFS5001A Develop a HACCP-based food safety plan	Updated to meet Standards for Training Packages Prerequisite removed Changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFSY5001 Develop a HACCP-based food safety plan

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has developed, implemented and monitored a minimum of one effective hazard analysis critical control point (HACCP)-based food safety plan that incorporates a minimum of four critical control points.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the purpose and intent of food safety legislation, including Food Standards Code
- product traceability
- allergen labelling
- purpose and responsibilities for maintaining records as required by legislation and workplace procedures
- roles and responsibilities for development and maintenance of the food safety program, including internal and external auditors, and authorised officers
- seven basic steps of HACCP: conduct a hazard analysis, identify critical control points, establish critical limits, establish monitoring procedures, establish corrective actions, establish verification procedures, establish recordkeeping procedure
- procedures for establishing the critical limits and monitoring data or processes
- techniques used to map operations and analyse food safety requirements, such as the preparation of flow charts, hazard analysis charts and tables, and data analysis reports
- raw materials, ingredients and finished product composition and characteristics, and related handling and storage requirements
- food processing methods used in the workplace or work area and their effect on food safety
- sources of technical expertise on food safety requirements

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- the role of consultation in the development, implementation and ongoing maintenance of the food safety program
- documentation and recording requirements to support communication and monitoring of the food safety program, including procedures for maintaining and updating relevant documents, such as operating procedures
- main types of food safety hazards/contamination likely to occur given the type of product and processing methods used, including allergens
- conditions required for bacterial food poisoning to occur, such as aw (water activity), pH, composition, time and temperature, as relevant to food handled
- acceptable control methods for the hazards identified, and required corrective action when control requirements are not met
- typical support programs, such as cleaning schedules, pest control, stock rotation, and personal hygiene, and how they can be used as part of a food safety program
- validation and verification processes, and techniques and responsibilities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - a food processing operation with a defined product and consumer
  - resources and equipment to set and monitor critical limits
  - reporting/recording system
- specifications:
  - workplace food safety program documentation
  - organisational policies on food safety and risk management
  - procedures for developing or modifying specifications and other advice on food safety requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA2014 Operate a rice vitamin enrichment process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to operate a rice vitamin enrichment process.

The unit applies to individuals who are production workers in a rice processing environment responsible for applying operating principles under general supervision with limited autonomy and accountability.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain processing (GRA)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the rice vitamin enrichment process for operation	1.1 Ensure raw materials are available to meet operating requirements 1.2 Identify and confirm the status of cleaning and maintenance requirements

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Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Fit and adjust machine components and related attachments according to operating requirements 1.4 Enter processing/operating parameters to meet safety and production requirements 1.5 Check, adjust and conduct routine maintenance on equipment to ensure required performance 1.6 Conduct pre-start checks according to workplace instructions 1.7 Select and fit personal protection equipment
2. Operate and monitor the rice vitamin enrichment process	2.1 Start and operate process according to workplace procedures 2.2 Monitor equipment to identify variation in operating conditions 2.3 Identify variation in equipment operation, and report maintenance requirements according to workplace reporting procedures 2.4 Ensure enriched product meets specifications 2.5 Store vitamin enriched product according to food safety requirements 2.6 Identify, rectify or report out-of-specification product/process to maintain process within specification 2.7 Ensure workplace meets housekeeping standards 2.8 Maintain workplace records according to workplace recording requirements
3. Shut down the rice vitamin enrichment process	3.1 Identify appropriate shutdown procedure 3.2 Shut down the process safely according to workplace procedures 3.3 Identify maintenance requirements, and report according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skills	Description

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Reading	• Interprets and consolidates test results and data from a range of sources, relevant to vitamin enrichment requirements
Writing	• Prepares records and basic reports using clear language, correct spelling and terminology, and accuracy of information
Numeracy	• Performs basic mathematical calculations to determine weights and measures for product enrichment process
Oral communication	• Uses clear language, concepts, tone and pace appropriate when reporting to others
Navigate the world of work	• Complies with explicit policies and workplace procedures, and explores and implements, where identified, the implicit expectations
Interact with others	• Identifies and takes steps to follow a limited range of accepted communication practices and protocols in a work environment
Get the work done	• Makes low-impact decisions within familiar situations, based on a range of predefined or routine solutions, and evaluates the effectiveness of the outcome • Responds to predictable routine problems, and implements standard or logical solutions • Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA2014 Operate a rice vitamin enrichment process	ZRGRPVE2A Operate a rice vitamin enrichment process	Updated to meet Standards for Training Packages Minor changes to performance criteria	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA2014 Operate a rice vitamin enrichment process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has set up, operated, adjusted and shut down a rice vitamin enrichment process on at least three occasions, including:

- accessed workplace information to identify rice vitamin enrichment processing requirements
- confirmed supply of necessary materials and services
- conducted pre-start checks, started, operated, monitored and adjusted process equipment to achieve required outcomes
- selected, fitted and used personal protective equipment
- followed workplace health and safety procedures
- monitored control points and conducted inspections to confirm process remains within specification
- took corrective action in response to out-of-specification results
- monitored supply and flow of materials to and from the rice vitamin enrichment process
- responded to and/or reported equipment failure within level of responsibility
- completed workplace records according to procedures
- maintained work area to meet housekeeping standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the rice vitamin enrichment process, including:
  - understanding of the ingredients and additives used
  - understanding the role of each ingredient and additive in the final product
  - process flow and the effect of rice vitamin enrichment process on the end product
  - product handling and storage requirements

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    - additives and raw materials/ingredients combined to create a finished product
- materials used in vitamin enrichment, including:
    - additives
    - ingredients
    - chemicals
    - long or medium grain
    - brokens
- basic operating principles of equipment, including:
    - basic operating principles of mixers, sieves, weighing equipment, raw materials transfer equipment and drying equipment
    - an operational understanding of main equipment components
    - status and purpose of guards
    - equipment operating capacities and applications
    - purpose and location of sensors and related feedback instrumentation
    - services required and action to take if services are not available
    - inspection of equipment condition to identify any signs of wear
    - appropriate settings and/or related parameters
    - isolation or lock-out procedures
    - confirming that equipment is clean and correctly configured for processing requirements
    - confirming that sensors and controls are correctly positioned
    - confirming that scheduled maintenance has been carried out
    - confirming that all safety guards are in place and operational
    - product/process changeover procedures and responsibilities
- quality characteristics, including:
    - common causes of product variation, and corrective action
    - requirements of materials and effect of variation in raw materials and/or rice variety on the rice vitamin enrichment preparation process
    - sampling and testing associated with process monitoring and control
- equipment operating requirements, parameters and corrective action required where operation is outside specified parameters, including:
    - identification of typical equipment faults and related causes
    - recognition of signs and symptoms of faulty equipment
    - early warning signs of potential problems
    - requirements of different shutdowns, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- methods used to monitor the rice vitamin enrichment process, including:
    - inspecting
    - measuring
    - testing
    - time/temperature

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    - flow rates
- contamination/food safety risks associated with the process, and related control measures
- cleaning and sanitation procedures
- work health and safety hazards and controls, including awareness of the limitations of protective clothing and equipment relevant to the work process
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - an industrial rice processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective clothing and equipment
    - rice vitamin enrichment equipment and services
    - raw materials required for the vitamin enrichment process
    - cleaning materials and equipment
- specifications:
    - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
    - information on equipment capacity
    - equipment operating instructions, manuals and parameters
    - production schedule
    - specifications, control points and processing parameters
    - sampling schedules and test procedures and equipment
    - documentation and recording requirements and procedures
    - cleaning procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3005 Conduct rice harvest receivals

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to coordinate receival, drying and storage procedures during the rice harvesting period.

The unit applies to individuals who work in the rice grain receivals sites who are responsible for receiving paddy rice for storage and preparation of rice seed. They work under minimal supervision and take responsibility for their own work and that of others in their team.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain processing (GRA)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan rice harvest receivals	1.1 Plan for equipment preparation in conjunction with harvest schedule 1.2 Assess labour requirements and make recommendations on labour

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Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Identify the requirements for licences and permits, and ensure they are met 1.4 Identify, select and fit personal protection equipment
2. Receive rice	2.1 Plan storage requirements to allow segregation by variety 2.2 Evaluate and recommend haulage resources 2.3 Identify strategies and resource requirements for drying grain 2.4 Instruct grain suppliers on procedures to deliver grain at maximum quality 2.5 Maintain work area according to workplace housekeeping standards
3. Monitor moisture content	3.1 Monitor grain for moisture content against specifications 3.2 Adjust receival operations to control moisture in stored grain according to procedures 3.3 Assess grain to ensure grain is dried to within required moisture level specifications 3.4 Record grain handling information according to workplace procedures
4. Implement harvest receival schedule	4.1 Manage operating hours to suit harvest resources 4.2 Coordinate equipment operation for maximum efficiency during harvest receivals 4.3 Schedule maintenance and servicing requirements to fit with the harvesting receival plan 4.4 Record harvest schedule information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skills	Description

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Reading	• Reads and interprets plans, specifications, and other documentation from a variety of sources, and consolidates information to determine rice storage and preparation requirements
Writing	• Accurately records and completes organisational documentation using clear language, correct spelling, grammar and terminology when reporting and maintaining rice grain storage records
Numeracy	• Make calculations appropriate for measuring and estimating rice weights and volumes for storage • Performs mathematical calculations for testing and interpreting rice samples and results to determine action
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	• Takes full responsibility for following policies, procedures and industry standards • Identifies and acts on issues that contravene relevant policies, procedures and legal requirements
Interact with others	• Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations • Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FBPGRA3005 Conduct rice harvest receivals	ZRGRPRH3A Conduct rice harvest receivals	Updated to meet Standards for Training Packages Minor changes to performance criteria	Equivalent unit

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Links

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Assessment Requirements for FBPGRA3005 Conduct rice harvest receivals

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has conducted rice harvest receival for at least three rice grain varieties, including:

- accessed workplace information to identify rice receival requirements
- confirmed supply of necessary equipment and related attachments, materials and services
- identified, selected, fitted and used personal protective clothing and equipment
- followed workplace health and safety procedures
- confirmed supply of necessary equipment and services to carry out set-up operations
- monitored the rice harvest receival system and equipment operation to identify out-of-specification results or non-compliance
- took corrective action in response to out-of-specification results or non-compliance
- diagnosed common faults and rectified or reported equipment failure within level of responsibility and according to workplace procedures
- monitored moisture content and taken action to address moisture issues
- maintained work area to meet housekeeping standards
- managed resources required for rice receival
- maintained workplace records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic operating principles of the rice harvest receival system, equipment and related processes, including:
  - scheduling requirements
  - resource requirements
  - checking/regulating/adjusting work processes

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- rice harvest haulage resources, including:
  - company or contractor haulers
  - combination of trucks and trailers
- handling requirements of rice, including:
  - drying and aeration requirements
  - effect of ambient conditions
  - humidity and moisture
- visual identification of short, medium and long grain rice varieties used within the organisation
- methods of measuring rice condition and controlling the handling and storage conditions
- common causes of variation in rice quality/handling/storage practice, and corrective actions required
- workplace health and safety hazards and controls
- procedures and responsibility for reporting performance information
- operation and monitoring of equipment and processes, including:
  - control panels and systems
  - shutdown procedures
  - cleaning procedures
  - cleaning requirements and status
  - cleaning records.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an industrial rice processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - harvest/receival schedule
  - rice harvest receival equipment
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - specifications, control points and processing parameters
  - equipment operating instructions and manuals
  - sampling schedules and test procedures and equipment
  - documentation and recording requirements and procedures
  - communication and recording systems and procedures

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- cleaning procedures, records/clearance as required.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPGRA3006 Implement a paddy receival and grain cleaning process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to remove foreign materials and clean and prepare paddy rice for further processing.

The unit applies to individuals who are production workers in the rice processing environment and are responsible for the paddy receival and grain cleaning process. They work under minimal supervision and take responsibility for their own work and that of others in their team.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain processing (GRA)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for safe work in a paddy receival and	1.1 Select and fit personal safety protection equipment according to

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Elements	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
grain cleaning process	workplace safety procedures 1.2 Select and fit hygiene protection equipment according to workplace food safety hygiene procedures 1.3 Perform personal hygiene cleaning procedures 1.4 Receive and interpret instructions on paddy receival and grain cleaning activity and performance requirements
2. Prepare the paddy receival and grain cleaning equipment for operation	2.1 Ensure raw materials are available to meet operating requirements 2.2 Identify and confirm the status of cleaning and maintenance requirements 2.3 Fit and adjust machine components and related attachments according to operating requirements 2.4 Enter processing/operating parameters to meet safety and production specifications 2.5 Check, adjust and conduct routine maintenance on equipment to ensure required performance 2.6 Conduct pre-start checks according to workplace instructions
3. Operate and monitor the paddy receival and grain cleaning process	3.1 Start up and operate process according to workplace procedures 3.2 Monitor equipment to identify variation in operating conditions, and adjust according to product specifications 3.3 Identify variation in equipment operation, and repair or report maintenance requirements according to workplace reporting procedures 3.4 Implement required safety procedures 3.5 Collect samples and test to ensure rice meets specification 3.6 Identify, rectify or report out-of-specification product/process to maintain process within specification 3.7 Ensure workplace meets housekeeping standards 3.8 Maintain records according to workplace instructions
4. Shut down the paddy receival and grain cleaning process	4.1 Identify appropriate shutdown procedure 4.2 Shut down the process safely according to workplace procedures 4.3 Identify maintenance requirements, and report according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skills	Description
Reading	• Reads and interprets instructions, operating procedures, specifications, and other documentation from a variety of sources, and consolidates information to determine rice production actions and activity
Writing	• Accurately records and completes organisational documentation using clear language, correct spelling, grammar and terminology when reporting and maintaining rice processing records
Numeracy	• Interprets and manipulates numerical information for volumes, weights and measures • Performs mathematical calculations to check, interpret and confirm results of system tests
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	• Takes full responsibility for following policies, procedures and industry standards • Identifies and acts on issues that contravene relevant policies, procedures and legal requirements
Interact with others	• Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	• Takes responsibility for planning, sequencing and prioritising tasks and workload for efficiency and effective outcomes • Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Uses the main features and functions of digital tools to complete work tasks and access information

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3006 Implement a paddy receival and grain cleaning process	ZRGRPPR2A Operate a paddy rice preparation process	Updated to meet Standards for Training Packages Change to coding to reflect revised AQF level Changes to the title, elements and performance criteria	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3006 Implement a paddy receival and grain cleaning process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented a paddy receival and grain cleaning process for at least three rice grain varieties, including:

- accessed and interpreted workplace information for paddy rice preparation requirements
- confirmed supply of necessary materials and services
- conducted pre-start checks, started, operated, monitored and adjusted process equipment to achieve required outcomes
- selected, fitted and used personal protective equipment
- followed workplace health and safety procedures
- monitored control points and conducted inspections to confirm process remains within specification
- diagnosed common faults and rectified or reported equipment failure within level of responsibility and according to workplace procedures
- took corrective action in response to out-of-specification results
- monitored supply and flow of materials to and from the process
- completed records according to workplace procedures
- maintained work area to meet housekeeping standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the paddy rice preparation process, including:
  - visual identification of short, medium and long grain rice varieties used within the organisation
  - related preparation requirements
  - process flow and the effect of paddy rice preparation process on the end product

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- basic operating principles of equipment, including:
  - operational understanding of main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
  - services required and action to take if services are not available
  - inspection of equipment condition to identify any signs of wear
  - appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that equipment is clean and correctly configured for processing requirements
  - confirming that sensors and controls are correctly positioned
  - confirming that scheduled maintenance has been carried out
  - confirming all safety guards are in place and operational
  - product/process changeover procedures and responsibilities
- quality characteristics, including:
  - common impurities found in paddy rice
  - acceptable levels of foreign materials content in cleaned paddy rice
  - common causes of product variation, and corrective action
  - requirements of materials and effect of variation in raw materials on the paddy rice preparation process
  - sampling and testing associated with process monitoring and control
- equipment operating requirements, parameters and corrective action required where operation is outside specified parameters, including:
  - typical equipment faults and related causes
  - recognition of signs and symptoms of faulty equipment
  - early warning signs of potential problems
  - requirements of different shutdowns, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- methods used to monitor the production process, including
  - inspecting
  - measuring
  - testing
- contamination/food safety risks associated with the process, and related control measures
- cleaning and sanitation procedures
- work health and safety hazards and controls, including awareness of the limitations of protective clothing and equipment relevant to the work process
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an industrial rice processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - paddy rice cleaning and related equipment and services used on a commercial scale
  - paddy rice to be cleaned
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - equipment operating instructions and manuals
  - production schedule
  - specifications, control points and processing parameters
  - sampling schedules and test procedures and equipment as required
  - documentation and recording requirements and procedures
  - cleaning procedures, materials and equipment as required.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3007 Implement a rice blending and cleaning process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to blend and clean different rice varieties to meet customer specifications in a rice milling process.

The unit applies to individuals who are production workers in the rice processing environment and are responsible for the blending and cleaning process. They work under minimal supervision and take responsibility for their own work and that of others in their team.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain processing (GRA)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for safe work in a rice blending and cleaning process	1.1 Select and fit personal safety protection equipment according to workplace safety procedures 1.2 Select and fit hygiene protection equipment according to

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Elements	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace food safety hygiene procedures 1.3 Perform personal hygiene cleaning procedures 1.4 Receive and interpret instructions on rice blending and cleaning activity and performance requirements
2. Prepare the rice blending and cleaning equipment for operation	2.1 Ensure raw materials are available to meet operating requirements 2.2 Identify and confirm the status of cleaning and maintenance requirements 2.3 Fit and adjust machine components and related attachments according to operating requirements 2.4 Enter processing/operating parameters to meet safety and production specifications 2.5 Check, adjust and conduct routine maintenance on equipment to ensure required performance 2.6 Conduct pre-start checks according to workplace instructions
3. Operate and monitor the rice blending and cleaning process	3.1 Start up and operate process according to workplace procedures 3.2 Monitor equipment to identify variation in operating conditions, and adjust according to product specifications 3.3 Identify variation in equipment operation, and repair or report maintenance requirements according to workplace reporting procedures 3.4 Implement required safety procedures 3.5 Collect samples and test to ensure rice meets specification 3.6 Identify, rectify or report out-of-specification product/process to maintain process within specification 3.7 Ensure workplace meets housekeeping standards 3.8 Maintain records according to workplace instructions
4. Shut down the rice blending and cleaning process	4.1 Identify appropriate shutdown procedure 4.2 Shut down the process safely according to workplace procedures 4.3 Identify maintenance requirements, and report according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skills	Description
Reading	• Reads and interprets instructions, operating procedures, specifications, and other documentation from a variety of sources, and consolidates information to determine rice production actions and activity
Writing	• Accurately records and completes organisational documentation using clear language, correct spelling, grammar and terminology when reporting and maintaining rice processing records
Numeracy	• Interprets and manipulates numerical information for volumes, weights and measures • Performs mathematical calculations to check, interpret and confirm results of system tests
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	• Takes full responsibility for following policies, procedures and industry standards • Identifies and acts on issues that contravene relevant policies, procedures and legal requirements
Interact with others	• Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	• Takes responsibility for planning, sequencing and prioritising tasks and workload for efficiency and effective outcomes • Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FBPGRA3007 Implement a rice blending and cleaning process	ZRGRPBC2A Operate a rice blending and cleaning process	Updated to meet Standards for Training Packages Change of coding to reflect revised AQF level Changes to the title, elements and performance criteria	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3007 Implement a rice blending and cleaning process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented a rice blending and cleaning process for at least three rice grain varieties, including:

- accessed and interpreted workplace information to identify blending and cleaning processing requirements
- confirmed supply of necessary materials and services
- conducted pre-start checks, started, operated, monitored and adjusted process equipment to achieve required outcomes
- selected, fitted and used personal protective equipment
- followed workplace health and safety procedures
- monitored control points and conducted inspections to confirm process remains within specification
- took corrective action in response to out-of-specification results
- monitored supply and flow of materials to and from the blending and cleaning process
- diagnosed common faults, and rectified or reported equipment failure within level of responsibility and according to workplace procedures
- completed records according to workplace procedures
- maintained work area to meet housekeeping standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the blending and cleaning process, including:
  - process flow and the effect of blending and cleaning process on the end product
  - varieties and standards of rice
- basic operating principles of equipment, including:

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  - bins
  - bulkers
  - tipping/running equipment
  - opening slides
  - sieves/screens
  - conveyor belts and elevators
  - weighers
  - transfer equipment
  - moisture meter
  - process control equipment
  - cleaning equipment
- an operational understanding of main equipment components, including:
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
  - services required and action to take if services are not available
  - inspection of equipment condition to identify any signs of wear
  - appropriate settings and/or related parameters
  - isolation or lock-out procedures
  - confirming that equipment is clean and correctly configured for processing requirements
  - confirming that sensors and controls are correctly positioned
  - confirming that scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
  - product/process changeover procedures and responsibilities
- quality characteristics, including:
  - common causes of product variation and corrective action
  - requirements of materials and effect of variation in raw materials and/or rice variety on the blending and cleaning preparation process
  - sampling and testing associated with process monitoring and control
  - the impact of moisture content in rice on rice processing
- faulty rice product, including
  - incorrect type
  - incorrect moisture content
  - chalky grains
  - foreign materials
  - incorrect colour
  - immature grain
- equipment operating requirements, parameters and corrective action required where operation is outside specified parameters, including:

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  - typical equipment faults and related causes
  - checking magnets
  - recognition of signs and symptoms of faulty equipment
  - early warning signs of potential problems
  - requirements of different shutdowns, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- methods used to monitor the blending and cleaning process, including:
  - inspecting
  - measuring
  - testing
- contamination/food safety risks associated with the process, and related control measures
- cleaning and sanitation procedures
- work health and safety hazards and controls, including awareness of the limitations of protective clothing and equipment relevant to the work process
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an industrial rice processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - commercial-sized rice blending and cleaning equipment and services
  - rice to be blended and cleaned
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule
  - specifications, control points and processing parameters
  - equipment operating instructions and manuals
  - sampling schedules and test procedures and equipment as required
  - documentation and recording requirements and procedures
  - cleaning procedures.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPGRA3008 Implement a rice colour sorting process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to operate an optical rice colour sorting process to remove impurities and substandard rice received from the whitening process.

The unit applies to individuals who are production workers in the rice processing environment and are responsible for the colour sorting process. They work under minimal supervision and take responsibility for their own work and that of others in their team.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain processing (GRA)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for safe work in a rice colour sorting process	1.1 Select and fit personal safety protection equipment according to workplace safety procedures 1.2 Select and fit hygiene protection equipment according to

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Elements	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace food safety hygiene procedures 1.3 Perform personal hygiene cleaning procedures 1.4 Receive and interpret instructions on rice colour sorting activity and performance requirements
2. Prepare the rice colour sorting equipment for operation	2.1 Ensure raw materials are available to meet operating requirements 2.2 Identify and confirm the status of cleaning and maintenance requirements 2.3 Fit and adjust machine components and related attachments according to operating requirements 2.4 Enter processing/operating parameters to meet safety and production specifications 2.5 Check, adjust and conduct routine maintenance on equipment to ensure required performance 2.6 Conduct pre-start checks according to workplace instructions
3. Operate and monitor the rice colour sorting process	3.1 Start and operate process according to workplace procedures 3.2 Monitor equipment to identify variation in operating conditions 3.3 Identify variation in equipment operation, and report maintenance requirements according to workplace reporting procedures 3.4 Collect samples and test to ensure rice meets colour specifications 3.5 Identify, rectify or report out-of-specification product/process to maintain process within specification 3.6 Ensure workplace meets housekeeping standards 3.7 Maintain records according to workplace requirements
4. Shut down the rice colour sorting process	4.1 Identify appropriate shutdown procedure 4.2 Shut down the process safely according to workplace procedures 4.3 Identify maintenance requirements, and report according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skills	Description
Reading	• Reads and interprets instructions, operating procedures, specifications, and other documentation from a variety of sources, and consolidates information to determine rice production actions and activity
Writing	• Accurately records and completes organisational documentation using clear language, correct spelling, grammar and terminology when reporting and maintaining rice processing records
Numeracy	• Interprets and manipulates numerical information for volumes, weights and measures • Performs mathematical calculations to check, interpret and confirm results of system tests
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	• Takes full responsibility for following policies, procedures and industry standards • Identifies and acts on issues that contravene relevant policies, procedures and legal requirements
Interact with others	• Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	• Takes responsibility for planning, sequencing and prioritising tasks and workload for efficiency and effective outcomes • Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3008 Implement a rice colour sorting process	ZRGRPCS2A Operate a rice colour sorting process	Updated to meet Standards for Training Packages Change of coding to reflect revised AQF level Changes to the title, elements and performance criteria	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3008 Implement a rice colour sorting process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented a rice colour sorting process for at least three rice grain varieties, including:

- accessed and interpreted workplace information for colour sorting process requirements
- confirmed supply of necessary materials and services
- conducted pre-start checks, started, operated, monitored and adjusted process equipment to achieve required outcomes
- selected, fitted and used personal protective equipment
- followed workplace health and safety procedures
- monitored control points and conducted inspections to confirm process remains within specification
- taken corrective action in response to out-of-specification results
- monitored supply and flow of materials to and from the colour sorting process
- diagnosed common faults, and rectified or reported equipment failure within level of responsibility and according to workplace procedures
- completed workplace records according to procedures
- maintained work area to meet housekeeping standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the rice colour sorting process, including:
  - methods for determining the number of passes through the colour sorting process
  - process flow and the effect of rice colour sorting on the end product
  - visual identification of short, medium and long grain rice varieties used within the organisation

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- basic operating principles of colour sorting equipment, including:
  - primary colour sorter
  - secondary colour sorter
- an operational understanding of main colour sorting equipment components:
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
  - services required and action to take if services are not available
  - inspection of equipment condition to identify any signs of wear and problems
  - appropriate settings and/or related parameters for different impurities, and the importance of settings for glass
  - appropriate adjustments to maintain product specifications
  - isolation or lock-out procedures
  - confirming that equipment is clean and correctly configured for processing requirements
  - confirming that sensors and controls are correctly positioned
  - confirming that scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
  - product/process changeover procedures and responsibilities
- quality characteristics, including:
  - common causes of product variation, and corrective action
  - requirements of materials and the effect of variation in raw materials on colour sorting process
  - sampling and testing associated with process monitoring and control
- equipment operating requirements, parameters and corrective action required where operation is outside specified parameters
- recognition and fault-finding for typical equipment faults and related problems, including:
  - recognition of signs and symptoms of faulty equipment
  - early warning signs of potential problems
  - requirements of different shutdowns, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- methods used to monitor the rice colour sorting process, including:
  - inspecting
  - measuring
  - testing
- contamination/food safety risks associated with the process, and related control measures
- cleaning and sanitation procedures
- work health and safety hazards and controls, including awareness of the limitations of protective clothing and equipment relevant to the work process
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information

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- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an industrial rice processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - commercial rice colour sorters and related equipment and services
  - commercial quantity of rice to be sorted
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - equipment operating instructions and manuals
  - production schedule
  - specifications, control points and processing parameters
  - sampling schedules and test procedures and equipment
  - documentation and recording requirements and procedures
  - cleaning procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3009 Implement a rice flour break process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to separate the bran and other components from the endosperm to produce flour using rice break and fine break equipment.

The unit applies to individuals who are production workers in the rice processing environment and are responsible for the rice flour break process. They work under minimal supervision and take responsibility for their own work and that of others in their team.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain processing (GRA)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for safe work in a flour break process	1.1 Select and fit personal safety protection equipment according to workplace safety procedures 1.2 Select and fit hygiene protection equipment according to

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Elements	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace food safety hygiene procedures 1.3 Perform personal hygiene cleaning procedures 1.4 Receive and interpret instructions on flour break activity and performance requirements
2. Prepare the flour break equipment for operation	2.1 Ensure raw materials are available to meet operating requirements 2.2 Identify and confirm the status of cleaning and maintenance requirements 2.3 Fit and adjust machine components and related attachments according to operating requirements 2.4 Enter processing/operating parameters to meet safety and production specifications 2.5 Check, adjust and conduct routine maintenance on equipment to ensure required performance 2.6 Conduct pre-start checks according to workplace instructions
3. Operate and monitor the flour break process	3.1 Start up and operate process according to workplace procedures 3.2 Monitor equipment to identify variation in operating conditions, and adjust according to product specifications 3.3 Identify variation in equipment operation, and repair or report maintenance requirements according to workplace reporting procedures 3.4 Implement required safety procedures 3.5 Collect samples and test to ensure rice meets specification 3.6 Identify, rectify or report out-of-specification product/process to maintain process within specification 3.7 Ensure workplace meets housekeeping standards 3.8 Maintain records according to workplace instructions
4. Shut down the flour break process	4.1 Identify appropriate shutdown procedure 4.2 Shut down the process safely according to workplace procedures 4.3 Identify maintenance requirements, and report according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skills	Description
Reading	• Reads and interprets instructions, operating procedures, specifications, and other documentation from a variety of sources, and consolidates information to determine rice production actions and activity
Writing	• Accurately records and completes organisational documentation using clear language, correct spelling, grammar and terminology when reporting and maintaining rice processing records
Numeracy	• Interprets and manipulates numerical information for volumes, weights and measures • Performs mathematical calculations to check, interpret and confirm results of system tests
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	• Takes full responsibility for following policies, procedures and industry standards • Identifies and acts on issues that contravene relevant policies, procedures and legal requirements
Interact with others	• Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	• Takes responsibility for planning, sequencing and prioritising tasks and workload for efficiency and effective outcomes • Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3009 Implement a rice flour break process	ZRGRPFB2A Operate a rice flour break process	Updated to meet Standards for Training Packages Change of coding to reflect revised AQF level Changes to the title, elements and performance criteria	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3009 Implement a rice flour break process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented a rice flour break process for at least three rice grain varieties, including:

- accessed workplace information to identify rice flour break requirements
- confirmed supply of necessary materials and services
- conducted pre-start checks, started, operated, monitored and selected appropriate flour break settings and/or related parameters to achieve required outcomes, including:
  - flow rates
  - adjusting roller pressure
  - clearing chokes or jams
- selected, fitted and used personal protective equipment
- followed workplace health and safety procedures
- monitored control points and conducted inspections to confirm process remains within specification
- taken corrective action in response to out-of-specification results
- monitored supply and flow of materials to and from the colour sorting process
- diagnosed common faults, and rectified or reported equipment failure within level of responsibility and according to workplace procedures
- completed workplace records according to procedures
- maintained work area to meet housekeeping standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the rice flour break process, including:
  - the purpose of break rolls

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    - process flow and the effect of rice flour break process on the end product
    - visual identification of short, medium and long grain rice varieties used within the organisation
- materials used in the break process, including:
    - large brokens
    - small brokens
    - different rice varieties
- by-products produced, including:
    - bran
    - pollard
    - screenings
- basic operating principles of equipment, including:
    - rice break equipment
    - break rolls (roller mills)
    - transfer equipment
    - ripple mill
    - pin mill
    - impact detacher
- an operational understanding of main equipment components, including:
    - status and purpose of guards
    - equipment operating capacities and applications
    - purpose and location of sensors and related feedback instrumentation
    - services required and action to take if services are not available
    - inspection of equipment condition to identify any signs of wear
    - appropriate settings and/or related parameters
    - isolation or lock-out procedures
    - confirming that equipment is clean and correctly configured for processing requirements
    - confirming that sensors and controls are correctly positioned
    - confirming that scheduled maintenance has been carried out
    - confirming that all safety guards are in place and operational
    - product/process changeover procedures and responsibilities
- quality characteristics, including:
    - common causes of product variation, and corrective action
- faulty rice product, including:
    - pollard
    - damaged rice
    - brokens
    - incorrect type
    - incorrect moisture content

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  - chalky grains
  - foreign materials
  - incorrect colour
- sampling and testing associated with process monitoring and control
- equipment operating requirements, parameters and corrective action required where operation is outside specified parameters, including:
  - typical equipment faults and related causes
  - recognition of signs and symptoms of faulty equipment
  - early warning signs of potential problems
  - requirements of different shutdowns, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- methods used to monitor the rice flour break process, including:
  - inspecting
  - measuring
  - testing
- contamination/food safety risks associated with the process, and related control measures
- cleaning and sanitation procedures
- work health and safety hazards and controls, including awareness of the limitations of protective clothing and equipment relevant to the work process
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an industrial rice processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - commercial rice flour break equipment and services
  - commercial qualities of rice raw materials
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule
  - specifications, control points and processing parameters

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- equipment operating instructions and manuals
- sampling schedules and test procedures and equipment
- documentation and recording requirements and procedures
- cleaning procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3010 Implement a rice flour grading process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to operate and maintain the sieving machinery for a rice flour grading process.

The unit applies to individuals who are production workers in the rice processing environment and are responsible for the rice flour grading process. They work under minimal supervision and take responsibility for their own work and that of others in their team.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain processing (GRA)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for safe work in a rice flour grading process	1.1 Select and fit personal safety protection equipment according to workplace safety procedures 1.2 Select and fit hygiene protection equipment according to

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Elements	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace food safety hygiene procedures 1.3 Perform personal hygiene cleaning procedures 1.4 Receive and interpret instructions on rice flour grading activity and performance requirements
2. Prepare the rice flour grading equipment for operation	2.1 Ensure raw materials are available to meet operating requirements 2.2 Identify and confirm the status of cleaning and maintenance requirements 2.3 Fit and adjust machine components and related attachments according to operating requirements 2.4 Enter processing/operating parameters to meet safety and production specifications 2.5 Check, adjust and conduct routine maintenance on equipment to ensure required performance 2.6 Conduct pre-start checks according to workplace instructions
3. Operate and monitor the rice flour grading process	3.1 Start up and operate process according to workplace procedures 3.2 Monitor equipment to identify variation in operating conditions, and adjust according to product specifications 3.3 Identify variation in equipment operation, and repair or report maintenance requirements according to workplace reporting procedures 3.4 Implement required safety procedures 3.5 Collect samples and test to ensure rice meets specification 3.6 Identify, rectify or report out-of-specification product/process to maintain process within specification 3.7 Ensure workplace meets housekeeping standards 3.8 Maintain records according to workplace instructions
4. Shut down the rice flour grading process	4.1 Identify appropriate shutdown procedure 4.2 Shut down the process safely according to workplace procedures 4.3 Identify maintenance requirements, and report according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skills	Description
Reading	• Reads and interprets instructions, operating procedures, specifications, and other documentation from a variety of sources, and consolidates information to determine rice production actions and activity
Writing	• Accurately records and completes organisational documentation using clear language, correct spelling, grammar and terminology when reporting and maintaining rice processing records
Numeracy	• Interprets and manipulates numerical information for volumes, weights and measures • Performs mathematical calculations to check, interpret and confirm results of system tests
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	• Takes full responsibility for following policies, procedures and industry standards • Identifies and acts on issues that contravene relevant policies, procedures and legal requirements
Interact with others	• Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	• Takes responsibility for planning, sequencing and prioritising tasks and workload for efficiency and effective outcomes • Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3010 Implement a rice flour grading process	ZRGRPFG2A Operate a rice flour grading process	Updated to meet Standards for Training Packages Change of coding to reflect revised AQF level Changes to the title, elements and performance criteria	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3010 Implement a rice flour grading process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented a rice flour grading process for at least three rice grain varieties, including:

- accessed and interpreted workplace information to identify rice flour grading processing requirements
- confirmed supply of necessary materials and services
- conducted pre-start checks, started, operated, monitored and adjusted process equipment to achieve required outcomes
- selected, fitted and used personal protective equipment
- followed workplace health and safety procedures
- monitored control points and conducted inspections to confirm process remains within specification
- taken corrective action in response to out-of-specification results
- monitored supply and flow of materials to and from the rice flour grading process
- diagnosed common faults, and rectified or reported equipment failure within level of responsibility and according to workplace procedures
- completed records according to workplace procedures
- maintained work area to meet housekeeping standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the rice flour grading process, including:
  - visual identification of short, medium and long grain varieties of rice grain and rice flour used within the organisation
  - process flow and the effect of rice flour grading on the end product

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  - flow of this process and the effect of rice flour grading process on the end product
  - separation of the break stock (chop) into appropriate flows to the next break, purifiers and sizing rolls
  - source of raw materials (from break process)
- basic operating principles of equipment, including:
  - plansifters and accessories
  - transfer equipment
  - compressors
  - aspirators
  - filtrators
- an operational understanding of main equipment components, including:
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
  - services required and action to take if services are not available
  - inspection of equipment condition to identify any signs of wear
  - appropriate settings and/or related parameters
  - isolation or lock-out procedures
  - confirming that equipment is clean and correctly configured for processing requirements
  - confirming that sensors and controls are correctly positioned
  - confirming that scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
  - product/process changeover procedures and responsibilities
- quality characteristics, including:
  - common causes of product variation, and corrective action
  - requirements of materials and effect of variation in raw materials and rice variety on the rice flour grading process
  - sampling and testing associated with process monitoring and control
- equipment operating requirements, parameters and corrective action required where operation is outside specified parameters, including:
  - typical equipment faults and related causes
  - recognition of signs and symptoms of faulty equipment
  - early warning signs of potential problems
  - requirements of different shutdowns, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- methods used to monitor the rice flour grading process, including:
  - inspecting
  - measuring
  - testing
- contamination/food safety risks associated with the process, and related control measures

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- cleaning and sanitation procedures
- work health and safety hazards and controls, including awareness of the limitations of protective clothing and equipment relevant to the work process
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an industrial rice processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - commercial milling rice flour grading equipment and services
  - commercial volumes of flour to be graded
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - equipment operating instructions and manuals
  - production schedule
  - specifications, control points and processing parameters
  - sampling schedules and test procedures and equipment
  - documentation and recording requirements and procedures
  - cleaning procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3011 Implement a rice grading process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to sort and remove foreign grains and other matter from rice using scalping equipment.

The unit applies to individuals who are production workers in the rice processing environment and are responsible for the rice grading process. They work under minimal supervision and take responsibility for their own work and that of others in their team.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain processing (GRA)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for safe work in a rice grading process	1.1 Select and fit personal safety protection equipment according to workplace safety procedures 1.2 Select and fit hygiene protection equipment according to

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Elements	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace food safety hygiene procedures 1.3 Perform personal hygiene cleaning procedures 1.4 Receive and interpret instructions on rice grading activity and performance requirements
2. Prepare the rice grading equipment for operation	2.1 Ensure raw materials are available to meet operating requirements 2.2 Identify and confirm the status of cleaning and maintenance requirements 2.3 Fit and adjust machine components and related attachments according to operating requirements 2.4 Enter processing/operating parameters to meet safety and production specifications 2.5 Check, adjust and conduct routine maintenance on equipment to ensure required performance 2.6 Conduct pre-start checks according to workplace instructions
3. Operate and monitor the rice grading process	3.1 Start up and operate process according to workplace procedures 3.2 Monitor equipment to identify variation in operating conditions, and adjust according to product specifications 3.3 Identify variation in equipment operation, and repair or report maintenance requirements according to workplace reporting procedures 3.4 Implement required safety procedures 3.5 Collect samples and test to ensure rice meets specification 3.6 Identify, rectify or report out-of-specification product/process to maintain process within specification 3.7 Ensure workplace meets housekeeping standards 3.8 Maintain records according to workplace instructions
4. Shut down the rice grading process	4.1 Identify appropriate shutdown procedure 4.2 Shut down the process safely according to workplace procedures 4.3 Identify maintenance requirements, and report according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skills	Description
Reading	• Reads and interprets instructions, operating procedures, specifications, and other documentation from a variety of sources, and consolidates information to determine rice production actions and activity
Writing	• Accurately records and completes organisational documentation using clear language, correct spelling, grammar and terminology when reporting and maintaining rice processing records
Numeracy	• Interprets and manipulates numerical information for volumes, weights and measures • Performs mathematical calculations to check, interpret and confirm results of system tests
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	• Takes full responsibility for following policies, procedures and industry standards • Identifies and acts on issues that contravene relevant policies, procedures and legal requirements
Interact with others	• Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	• Takes responsibility for planning, sequencing and prioritising tasks and workload for efficiency and effective outcomes • Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3011 Implement a rice grading process	ZRGRPRG2A Operate a rice grading process	Updated to meet Standards for Training Packages Change of coding to reflect revised AQF level Changes to the title, elements and performance criteria	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3011 Implement a rice grading process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented a rice grading process for at least three rice grain varieties, including:

- accessed and interpreted workplace information for rice grading processing requirements
- confirmed supply of necessary materials and services
- conducted pre-start checks, started, operated, monitored and adjusted process equipment to achieve required outcomes
- selected, fitted and used personal protective equipment
- followed workplace health and safety procedures
- monitored control points and conducted inspections to confirm process remains within specification
- taken corrective action in response to out-of-specification results
- monitored supply and flow of materials to and from the rice grading process
- diagnosed common faults and rectified or reported equipment failure within level of responsibility and according to workplace procedures
- completed records according to workplace procedures
- maintained work area to meet housekeeping standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the rice grading process, including:
  - visual identification of short, medium and long grain rice varieties used within the organisation, including recognition of double or single stress cracked rice
  - process flow and the effect of rice grading process on the end product
  - effect of grain heat on grading process

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- basic operating principles of equipment, including:
  - balance bins
  - plansifters and accessories
  - length graders
  - width graders
  - destoners
  - transfer equipment
  - weighers
  - indent cylinders and adjustments
  - correct amount of weight on whiteners
- an operational understanding of main equipment components, including:
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
  - services required and action to take if services are not available
  - inspection of equipment condition to identify any signs of wear
  - appropriate settings and/or related parameters
  - isolation or lock-out procedures
  - confirming that equipment is clean and correctly configured for processing requirements
  - confirming that sensors and controls are correctly positioned
  - confirming that scheduled maintenance has been carried out
  - confirming that all safety guards are in place and operational
  - product/process changeover procedures and responsibilities
- quality characteristics, including:
  - common causes of product variation and corrective action
  - requirements of materials and effect of variation in raw materials on the rice grading process
  - sampling and testing associated with process monitoring and control
- equipment operating requirements, parameters and corrective action required where operation is outside specified parameters, including:
  - typical equipment faults and related causes
  - recognition of signs and symptoms of faulty equipment
  - early warning signs of potential problems
  - requirements of different shutdowns, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- methods used to monitor the rice grading process, including:
  - inspecting
  - measuring
  - testing

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- contamination/food safety risks associated with the process, and related control measures
- cleaning and sanitation procedures
- work health and safety hazards and controls, including awareness of the limitations of protective clothing and equipment relevant to the work process
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an industrial rice processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - commercial milling rice grading equipment and services
  - commercial volumes of rice to be graded
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - equipment operating instructions and manuals
  - production schedule
  - specifications, control points and processing parameters
  - sampling schedules and test procedures and equipment
  - documentation and recording requirements and procedures
  - cleaning procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3012 Implement a rice hulling and separation process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to remove the husks and separate brown rice from paddy rice using hulling and separation equipment.

The unit applies to individuals who are production workers in the rice processing environment and are responsible for the rice hulling and separation process. They work under minimal supervision and take responsibility for their own work and that of others in their team.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain processing (GRA)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for safe work in a hulling and separation process	1.1 Select and fit personal safety protection equipment according to workplace safety procedures 1.2 Select and fit hygiene protection equipment according to

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Elements	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace food safety hygiene procedures 1.3 Perform personal hygiene cleaning procedures 1.4 Receive and interpret instructions on hulling and separation activity and performance requirements
2. Prepare hulling and separation equipment for operation	2.1 Ensure raw materials are available to meet operating requirements 2.2 Identify and confirm the status of cleaning and maintenance requirements 2.3 Fit and adjust machine components and related attachments according to operating requirements 2.4 Enter processing/operating parameters to meet safety and production specifications 2.5 Check, adjust and conduct routine maintenance on equipment to ensure required performance 2.6 Conduct pre-start checks according to workplace instructions
3. Operate and monitor hulling and separation process	3.1 Start up and operate process according to workplace procedures 3.2 Monitor equipment to identify variation in operating conditions, and adjust according to product specifications 3.3 Identify variation in equipment operation, and repair or report maintenance requirements according to workplace reporting procedures 3.4 Implement required safety procedures 3.5 Collect samples and test to ensure rice meets specification 3.6 Identify, rectify or report out-of-specification product/process to maintain process within specification 3.7 Ensure workplace meets housekeeping standards 3.8 Maintain records according to workplace instructions
4. Shut down hulling and separation process	4.1 Identify appropriate shutdown procedure 4.2 Shut down the process safely according to workplace procedures 4.3 Identify maintenance requirements, and report according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skills	Description
Reading	• Reads and interprets instructions, operating procedures, specifications, and other documentation from a variety of sources, and consolidates information to determine rice production actions and activity
Writing	• Accurately records and completes organisational documentation using clear language, correct spelling, grammar and terminology when reporting and maintaining rice processing records
Numeracy	• Interprets and manipulates numerical information for volumes, weights and measures • Performs mathematical calculations to check, interpret and confirm results of system tests
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	• Takes full responsibility for following policies, procedures and industry standards • Identifies and acts on issues that contravene relevant policies, procedures and legal requirements
Interact with others	• Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	• Takes responsibility for planning, sequencing and prioritising tasks and workload for efficiency and effective outcomes • Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3012 Implement a rice hulling and separation process	ZRGRPHS2A Operate a hulling and separation process	Updated to meet Standards for Training Packages Change of coding to reflect revised AQF level Changes to title, elements and performance criteria	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3012 Implement a rice hulling and separation process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented a hulling and separation process for at least three rice grain varieties, including:

- accessed and interpreted workplace information for hulling and separation requirements
- confirmed supply of necessary materials and services
- conducted pre-start checks, started, operated, monitored and adjusted separation and hulling process equipment to achieve required outcomes, including:
  - monitored control points
  - conducted inspections
  - confirmed process remains within specification
  - conducted equipment changeover/replacements according to procedures
- diagnosed common faults, and rectified or reported equipment failure within level of responsibility and according to workplace procedures
- selected, fitted and used personal protective equipment
- followed workplace health and safety procedures
- followed personal hygiene practices according to food safety procedures
- monitored the quality of process, and taken corrective action in response to out-of-specification results
- completed workplace records according to procedures
- maintained work area to meet housekeeping standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- purpose and basic principles of the hulling and separation process and the effect of hulling/shelling and separation process on the end product, including:
  - visual identification of short, medium and long grain rice varieties used within the organisation
  - process flow and the effect of hulling and separation process on the end product
- basic operating principles of equipment, including:
  - huller rollers and replacement/reversal
  - elevators
  - spouts
  - tilt paddy tables
- operational understanding and adjustments of main equipment components, including:
  - status and purpose of guards
  - equipment operating capacities, efficiencies and applications
  - purpose and location of sensors and related feedback instrumentation
  - knowledge of services required and action to take if services are not available
- basic operating principles of process control, including:
  - process control equipment
  - the relationship between control panels and systems
  - product/process changeover procedures and responsibilities
- quality characteristics, including:
  - requirements of materials and effect of variation in raw materials on the hulling and separation process
  - common causes of variation, and corrective action required, including contamination and mixed rice
  - sampling and testing associated with process monitoring and control
  - quality indicators, including moisture
- equipment operating requirements, parameters and corrective action required where operation is outside specified operating parameters, including:
  - identification of typical equipment faults and related causes
  - recognition of signs and symptoms of blocked, faulty or worn equipment
  - early warning signs of potential problems
  - requirements of different shutdowns, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
  - isolation, lock-out and tag-out procedures and responsibilities
  - routine maintenance procedures
- methods used to monitor the hulling and separation process, including:
  - inspecting
  - measuring
  - testing
- contamination/food safety risks associated with the process, and related control measures
- cleaning and sanitation procedures

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- work health and safety hazards and controls, including awareness of the limitations of protective clothing and equipment relevant to the work process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including:
  - waste/rework collection
  - manual handling procedures related to the process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an industrial rice processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - hulling equipment and services
  - tilt paddy tables for separating grain from paddy
  - product to be hulled and separated
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - production schedule
  - specifications, control points and processing parameters
  - equipment operating instructions and manuals
  - sampling schedules and test procedures and equipment
  - documentation and recording requirements and procedures
  - cleaning procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3013 Implement a rice product manufacturing process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to prepare ingredients and produce rice food products using a manufacturing process.

The unit applies to individuals who are production workers in the rice processing environment and are responsible for the rice product manufacturing process. They work under minimal supervision and take responsibility for their own work and that of others in their team.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain processing (GRA)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for safe work in a rice product manufacturing process	1.1 Select and fit personal safety protection equipment according to workplace safety procedures 1.2 Select and fit hygiene protection equipment according to workplace

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Elements	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	food safety hygiene procedures 1.3 Perform personal hygiene cleaning procedures 1.4 Receive and interpret instructions on rice product manufacturing activity and performance requirements
2. Prepare the rice product manufacturing equipment for operation	2.1 Ensure raw materials available to meet operating requirements 2.2 Identify and confirm the status of cleaning and maintenance requirements 2.3 Fit and adjust machine components and related attachments according to operating requirements 2.4 Enter processing/operating parameters to meet safety and production specifications 2.5 Check, adjust and conduct routine maintenance on equipment to ensure required performance 2.6 Conduct pre-start checks according to workplace instructions
3. Operate and monitor the rice product manufacturing process	3.1 Start up and operate process according to workplace procedures 3.2 Monitor equipment to identify variation in operating conditions, and adjust according to product specifications 3.3 Identify variation in equipment operation, and repair or report maintenance requirements according to workplace reporting procedures 3.4 Implement required safety procedures 3.5 Collect samples and test to ensure rice product meets specification 3.6 Identify, rectify or report out-of-specification product/process to maintain process within specification 3.7 Ensure workplace meets housekeeping standards 3.8 Maintain records according to workplace instructions
4. Shut down the rice product manufacturing process	4.1 Identify appropriate shutdown procedure 4.2 Shut down the process safely according to workplace procedures 4.3 Identify maintenance requirements, and report according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skills	Description
Reading	• Reads and interprets instructions, operating procedures, specifications, and other documentation from a variety of sources and consolidates information to determine rice production actions and activity
Writing	• Accurately records and completes organisational documentation using clear language, correct spelling, grammar and terminology when reporting and maintaining rice processing records
Numeracy	• Interprets and manipulates numerical information for volumes, weights and measures • Performs mathematical calculations to check, interpret and confirm results of system tests
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	• Takes full responsibility for following policies, procedures and industry standards • Identifies and acts on issues that contravene relevant policies, procedures and legal requirements
Interact with others	• Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	• Takes responsibility for planning, sequencing and prioritising tasks and workload for efficiency and effective outcomes • Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3013 Implement a rice product manufacturing process	ZRGRPPM2A Operate a rice product manufacturing process	Updated to meet Standards for Training Packages Change of coding to reflect revised AQF level Changes to the title, elements and performance criteria	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3013 Implement a rice product manufacturing process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented a rice product manufacturing process for at least three rice products, including:

- accessed and interpreted workplace information to identify rice product manufacturing processing requirements
- confirmed supply of necessary materials and services
- conducted pre-start checks, started, operated, monitored and adjusted process equipment to achieve required outcomes
- selected, fitted and used personal protective equipment
- followed workplace health and safety procedures
- monitored control points and conducted inspections to confirm process remains within specification
- taken corrective action in response to out-of-specification results
- monitored supply and flow of materials to and from the rice product manufacturing process
- diagnosed common faults, and rectified or reported equipment failure within level of responsibility and according to workplace procedures
- completed workplace records according to procedures
- maintained work area to meet housekeeping standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the rice product manufacturing process, including:
  - process flow and the effect of rice product manufacturing process on the end product
  - product handling and storage requirements

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    - additives and raw materials/ingredients combined to create a finished product
- materials used in the process, including:
    - rice
    - ingredients
    - additives
- basic operating principles of equipment, including:
    - ingredient mixers
    - product manufacturing equipment
    - product packaging
    - weigher
- an operational understanding of main equipment components, including:
    - status and purpose of guards
    - equipment operating capacities and applications
    - purpose and location of sensors and related feedback instrumentation
    - services required and action to take if services are not available
    - inspection of equipment condition to identify any signs of wear
    - appropriate settings and/or related parameters
    - isolation or lock-out procedures
    - confirming that equipment is clean and correctly configured for processing requirements
    - confirming that sensors and controls are correctly positioned
    - confirming that scheduled maintenance has been carried out
    - confirming that all safety guards are in place and operational
    - product/process changeover procedures and responsibilities
- quality characteristics, including:
    - common causes of product variation, and corrective action
    - requirements of materials and effect of variation in ingredients on the rice product manufacturing process
    - sampling and testing associated with process monitoring and control
- equipment operating requirements, parameters and corrective action required where operation is outside specified parameters, including:
    - typical equipment faults and related causes
    - recognition of signs and symptoms of faulty equipment
    - early warning signs of potential problems
    - requirements of different shutdowns, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- methods used to monitor the rice product manufacturing process, including:
    - inspecting
    - measuring
    - testing

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- contamination/food safety risks associated with the process, and related control measures
- cleaning and sanitation procedures
- work health and safety hazards and controls, including awareness of the limitations of protective clothing and equipment relevant to the work process
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an industrial rice processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - commercial ingredient mixers and rice product manufacturing equipment and services
  - ingredients required for the product manufacturing process
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - equipment operating instructions and manuals
  - production schedule
  - recipes, specifications, control points and processing parameters
  - sampling schedules and test procedures and equipment
  - documentation and recording requirements and procedures
  - cleaning procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3014 Implement a rice seed preparation and storage system

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Application

This is unit of competency describes the skills and knowledge required to manage preparation and storage of rice seeds for planting.

The unit applies to individuals who are production workers in the rice grain receivals sites and are responsible for receiving paddy rice for preparation and storage for agricultural use. They work under minimal supervision and take responsibility for their own work and that of others in their team.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain processing (GRA)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Produce high quality seed	1.1 Label seed clearly and accurately to company requirements 1.2 Apply improvement measures to agricultural seed stock to be stored
2. Determine seed requirements	2.1 Calculate seed requirements for the area to be sown 2.2 Check seed varieties against available market data and details, and report according to workplace procedures
3. Evaluate, grade and test seed stocks	3.1 Ensure seed is graded to required size 3.2 Collect seed samples, package and send for testing according to workplace procedures 3.3 Maintain workplace records according to workplace procedures
4. Collect and deliver seed	4.1 Estimate delivery or supply terms, and apply when collecting or delivering seed 4.2 Ensure seed sold or purchased conforms to legislation and regulations 4.3 Arrange appropriate delivery resources according to workplace procedures 4.4 Complete sales and purchase documentation according to workplace procedures
5. Store seed safely	5.1 Select and prepare seed storage within food safety requirements 5.2 Organise seed handling and storage equipment and related attachments and materials 5.3 Ensure seed is stored safely under conditions that maintain quality and viability according to workplace health and safety procedures 5.4 Monitor seed systematically for pest status, and apply control measures according to workplace procedures 5.5 Label seed according to workplace procedures 5.6 Clean and maintain seed storage and work area according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skills	Description
Reading	• Reads and interprets plans, specifications, and other documentation from a variety of sources, and consolidates information to determine rice storage and preparation requirements
Writing	• Accurately records and completes organisational documentation using clear language, correct spelling, grammar and terminology when reporting and maintaining rice grain storage records
Numeracy	• Makes calculations appropriate for measuring and estimating rice weights and volumes for seed sowing and storage • Performs mathematical calculations for testing and interpreting rice samples and results to determine action
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	• Takes full responsibility for following policies, procedures, industry standards and legislative requirements • Identifies and acts on issues that contravene relevant policies, procedures and legal requirements
Interact with others	• Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations • Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3014 Implement a rice seed preparation	ZRGRPSP3A Operate a rice seed preparation and	Updated to meet Standards for Training Packages	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
and storage system	storage system Changes to title, elements and performance criteria		

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3014 Implement a rice seed preparation and storage system

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented a rice seed preparation and storage system for at least three rice grain varieties, including:

- accessed and interpreted workplace information to identify seed preparation and storage requirements
- confirmed availability of necessary seed handling and storage equipment and related attachments, materials and services
- followed workplace health and safety procedures
- followed workplace food safety procedures
- monitored the seed preparation and storage process and equipment operation to identify out-of-specification results or non-compliance, including:
  - maintaining seed segregation
  - collecting seed samples
  - recording information
  - testing seeds
- diagnosed common faults, and rectified or reported equipment failure within level of responsibility and according to workplace procedures
- taken corrective action in response to out-of-specification results or non-compliance
- calculated seed requirements for planting
- maintained work area to meet housekeeping standards
- maintained workplace records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic operating principles of the seed preparation and storage process

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- seed varieties and related treatments, including:
  - cleaning
  - handling
  - storage requirements
- rice seed varieties, market demand and availability
- methods to identify and separate weed seeds and contaminants from seed stock
- optimal storage/germination conditions and how these can be achieved
- seed pests and related control measures
- sources of purchased seed
- sampling and testing procedures
- methods used to calculate seed requirements
- methods of measuring rice condition and controlling the handling and storage conditions
- common causes of variation in rice quality/handling/storage practice, and corrective actions required
- significance and methods of monitoring control points within the seed storage and preparation process
- operation and monitoring of equipment and processes, including control panels and systems
- workplace health and safety hazards and controls
- procedures and responsibility for reporting performance information
- seed preparation and storage process and equipment, including:
  - taking samples and conducting tests
  - monitoring conditions, including, moisture, humidity and temperature of storage facilities
  - effectiveness of measures to prevent pest infestation
- workplace procedures, regulatory and licensing requirements for seed preparation and storage
- legislation relevant to this industry, including:
  - food standards code, including, labelling, weights and measures, and food safety
  - agricultural seed
  - environmental management
  - work health and safety
  - anti-discrimination and equal opportunity
- seed preparation and storage equipment, including:
  - transfer equipment
  - weighers
  - storage bins
- seed improvement measures, including:
  - roguing of off-types and undesirable weeds
  - grading out weed seeds, small grains and other impurities
- sales, packaging and transport of rice for agricultural purposes, including:

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  - sales and delivery procedures and documentation
  - packaging methods
  - transport methods and arrangements
- seed testing, including:
  - purity testing
  - grain size
  - viability
- cleaning requirements and cleaning records.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an industrial rice processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - seed control system
  - seed preparation, handling and storage equipment
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - equipment operating instructions and manuals
  - sampling schedules and test procedures and equipment
  - documentation and recording requirements and procedures
  - communication and recording systems and procedures
  - cleaning procedures, records/clearance
  - production schedule
  - routine preventative maintenance schedule as required.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPGRA3015 Implement a rice whitening process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to take brown rice and convert it to white rice through a friction abrasive whitening process.

The unit applies to individuals who are production workers in the rice processing environment and are responsible for the rice whitening process. They work under minimal supervision and take responsibility for their own work and that of others in their team.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain processing (GRA)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for safe work in a rice whitening process	1.1 Select and fit personal safety protection equipment according to workplace safety procedures 1.2 Select and fit hygiene protection equipment according to

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Elements	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace food safety hygiene procedures 1.3 Perform personal hygiene cleaning procedures 1.4 Receive and interpret instructions on rice whitening activity and performance requirements
2. Prepare the rice whitening equipment for operation	2.1 Ensure raw materials are available to meet operating requirements 2.2 Identify and confirm the status of cleaning and maintenance requirements 2.3 Fit and adjust machine components and related attachments according to operating requirements 2.4 Enter processing/operating parameters to meet safety and production specifications 2.5 Check, adjust and conduct routine maintenance on equipment to ensure required performance 2.6 Conduct pre-start checks according to workplace instructions
3. Operate and monitor the rice whitening process	3.1 Start up and operate process according to workplace procedures 3.2 Monitor equipment to identify variation in operating conditions, and adjust according to product specifications 3.3 Identify variation in equipment operation, and repair or report maintenance requirements according to workplace reporting procedures 3.4 Implement required safety procedures 3.5 Collect samples and test to ensure rice meets specification 3.6 Identify, rectify or report out-of-specification product/process to maintain process within specification 3.7 Ensure workplace meets housekeeping standards 3.8 Maintain records according to workplace requirements
4. Shut down the rice whitening process	4.1 Identify appropriate shutdown procedure 4.2 Shut down the process safely according to workplace procedures 4.3 Identify maintenance requirements, and report according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skills	Description
Reading	• Reads and interprets instructions, operating procedures, specifications, and other documentation from a variety of sources, and consolidates information to determine rice production actions and activity
Writing	• Accurately records and completes organisational documentation using clear language, correct spelling, grammar and terminology when reporting and maintaining rice processing records
Numeracy	• Interprets and manipulates numerical information for volumes, weights and measures • Performs mathematical calculations to check, interpret and confirm results of system tests
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	• Takes full responsibility for following policies, procedures and industry standards • Identifies and acts on issues that contravene relevant policies, procedures and legal requirements
Interact with others	• Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	• Takes responsibility for planning, sequencing and prioritising tasks and workload for efficiency and effective outcomes • Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3015 Implement a rice whitening process	ZRGRPRW2A Operate a rice whitening process	Updated to meet Standards for Training Packages Change of coding to reflect revised AQF level Changes to the title, elements and performance criteria	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3015 Implement a rice whitening process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented a rice whitening process for at least three rice grain varieties, including:

- accessed and interpreted workplace information for rice whitening process requirements
- confirmed supply of necessary materials and services
- conducted pre-start checks, started, operated, monitored and adjusted process equipment to achieve required outcomes
- selected, fitted and used personal protective equipment
- followed workplace health and safety procedures
- monitored control points and conducted inspections to confirm process remains within specification
- selected, fitted and used personal protective equipment and followed workplace health and safety procedures
- taken corrective action and adjustments in response to out-of-specification results
- monitored supply and flow of materials to and from the rice whitening process
- diagnosed common faults, and rectified or reported equipment failure within level of responsibility and according to workplace procedures
- completed workplace records according to procedures
- maintained work area to meet housekeeping standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the rice whitening process, including:

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- visual identification of short, medium and long grain rice varieties used within the organisation
- process flow and the effect of rice whitening process on the end product
- degree of whitening required and relation to number of passes

- basic operating principles of equipment, including:
  - balance bins
  - abrasive whitener
  - friction whitener
  - vertical or horizontal whiteners/water polishers
  - testing equipment
- an operational understanding of main equipment components, including:
  - status and purpose of guards
  - equipment operating capacities and applications
  - purpose and location of sensors and related feedback instrumentation
  - services required and action to take if services are not available
  - inspection of equipment condition to identify any signs of wear, including identifying holes in whitening screens, identifying worn scrolls, and making appropriate adjustments
  - appropriate settings and/or related parameters, including whitener weights adjustments to meet specifications
  - isolation or lock-out procedures
  - confirming that equipment is clean and correctly configured for processing requirements
  - confirming that sensors and controls are correctly positioned
  - scheduled maintenance requirements
  - product/process changeover procedures and responsibilities
- quality characteristics, including:
  - common causes of product variation, and corrective action, including moisture levels
  - requirements of materials and effect of variation in raw materials on the rice whitening preparation process
  - sampling and testing associated with process monitoring and control
  - equipment operating requirements, parameters and corrective action required where operation is outside specified parameters, including:
    - out-of-specifications troubleshooting procedures
    - typical equipment faults and related causes, including recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
    - requirements of different shutdowns, including emergency and routine weekly shutdowns, product changeover, and procedures to follow in the event of a power outage
    - requirements of different start-up procedures following shutdown
- methods used to monitor the rice whitening process, including:

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    - inspecting
    - measuring
    - testing, including moisture, non-metallic foreign materials, metallic foreign materials
- contamination/food safety risks associated with the process, and related control measures
- cleaning and sanitation procedures
- work health and safety hazards and controls, including awareness of the limitations of protective clothing and equipment relevant to the work process
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - an industrial rice processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective clothing and equipment
    - industrial paddy grain cleaning machine that has the capacity to process at least four tonnes per hour
    - paddy destoner that has the capacity to process at least four tonnes per hour
    - rice to be whitened
    - cleaning materials and equipment
- specifications:
    - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
    - equipment operating instructions and manuals
    - production schedule
    - customer specifications, control points and processing parameters
    - sampling schedules and test procedures and equipment as required
    - documentation and recording requirements and procedures
    - cleaning procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPGRA3016 Implement a rice flour blending process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to blend rice flour to specification using rice flour blending equipment.

The unit applies to individuals who are production workers in the rice processing environment and are responsible for the rice flour blending process. They work under minimal supervision and take responsibility for their own work and that of others in their team.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain processing (GRA)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for safe work in a rice flour blending process	1.1 Select and fit personal safety protection equipment according to workplace safety procedures 1.2 Select and fit hygiene protection equipment according to

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Elements	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace food safety hygiene procedures 1.3 Perform personal hygiene cleaning procedures 1.4 Receive and interpret instructions on rice flour blending activity and performance requirements
2. Prepare the rice flour blending equipment for operation	2.1 Ensure raw materials are available to meet operating requirements 2.2 Identify and confirm the status of cleaning and maintenance requirements 2.3 Fit and adjust machine components and related attachments according to operating requirements 2.4 Enter processing/operating parameters to meet safety and production specifications 2.5 Check, adjust and conduct routine maintenance on equipment to ensure required performance 2.6 Conduct pre-start checks according to workplace instructions
3. Operate and monitor the rice flour blending process	3.1 Start up and operate process according to workplace procedures 3.2 Monitor equipment to identify variation in operating conditions, and adjust according to product specifications 3.3 Identify variation in equipment operation, and repair or report maintenance requirements according to workplace reporting procedures 3.4 Implement required safety procedures 3.5 Collect samples and test to ensure rice meets specification 3.6 Identify, rectify or report out-of-specification product/process to maintain process within specification 3.7 Ensure workplace meets housekeeping standards 3.8 Maintain records according to workplace instructions
4. Shut down the rice flour blending process	4.1 Identify appropriate shutdown procedure 4.2 Shut down the process safely according to workplace procedures 4.3 Identify maintenance requirements, and report according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skills	Description
Reading	• Reads and interprets instructions, operating procedures, specifications, and other documentation from a variety of sources, and consolidates information to determine rice production actions and activity
Writing	• Accurately records and completes organisational documentation using clear language, correct spelling, grammar and terminology when reporting and maintaining rice processing records
Numeracy	• Interprets and manipulates numerical information for volumes, weights and measures • Performs mathematical calculations to check, interpret and confirm results of system tests
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	• Takes full responsibility for following policies, procedures and industry standards • Identifies and acts on issues that contravene relevant policies, procedures and legal requirements
Interact with others	• Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	• Takes responsibility for planning, sequencing and prioritising tasks and workload for efficiency and effective outcomes • Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3016 Implement a rice flour blending process	ZRGRPRB2A Operate a rice flour blending process	Updated to meet Standards for Training Packages Change of coding to reflect revised AQF level Changes to the title, elements and performance criteria	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPGRA3016 Implement a rice flour blending process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented a rice flour blending process for at least three rice grain varieties, including:

- accessed and interpreted workplace information to identify rice flour blending requirements
- confirmed supply of necessary materials and services
- conducted pre-start checks, started, operated, monitored and adjusted process equipment to achieve required outcomes
- stored blended product according to food health and safety requirements
- selected, fitted and used personal protective equipment
- followed workplace health and safety procedures
- monitored control points and conducted inspections to confirm process remains within specification
- taken corrective action in response to out-of-specification results
- monitored supply and flow of materials to and from the rice flour blending process
- diagnosed common faults, and rectified or reported equipment failure within level of responsibility and according to workplace procedures
- completed workplace records according to procedures
- maintained work area to meet housekeeping standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the rice flour blending process, including:

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    - visual identification of short, medium and long grain varieties of rice and rice flour used within the organisation
    - process flow and the effect of rice flour blending process on the end product
    - raw materials used in blending, including rices, starch and gel
- basic operating principles of equipment, including:
    - an operational understanding of main equipment components
    - status and purpose of guards
    - equipment operating capacities and applications
    - purpose and location of sensors and related feedback instrumentation
    - services required and action to take if services are not available
    - inspection of equipment condition to identify any signs of wear
    - appropriate settings and/or related parameters
    - isolation or lock-out procedures
    - configuring processing requirements
    - confirming that sensors and controls are correctly positioned
    - confirming that scheduled maintenance has been carried out
    - confirming that all safety guards are in place and operational
    - product/process changeover procedures and responsibilities
- quality characteristics and requirements of rice flour and ingredients, including:
    - common causes of product variation, and corrective action
    - sampling and testing associated with process monitoring and control
- equipment operating requirements, parameters and corrective action required where operation is outside specified parameters, including:
    - typical equipment faults and related causes, including recognition of signs and symptoms of faulty equipment, and early warning signs of potential problems
    - requirements of different shutdowns, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- methods used to monitor the rice flour blending, including:
    - inspecting
    - measuring
    - testing
- contamination/food safety risks associated with rice flour blending and related control measures
- rice flour blending equipment, including:
    - ribbon blenders
    - sieves
    - weighing equipment
    - mechanical/pneumatic raw materials transfer equipment
- cleaning and sanitation procedures
- work health and safety hazards and controls, including awareness of the limitations of protective clothing and equipment relevant to the work process

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- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an industrial rice processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective clothing and equipment
  - commercial rice flour blending equipment and services
  - commercial volume of rice flour to be blended
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - information on equipment capacity and operating parameters
  - equipment operating instructions and manuals
  - production schedule
  - specifications, control points and processing parameters
  - sampling schedules and test procedures and equipment
  - documentation and recording requirements and procedures
  - cleaning procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2019 Fill and close product in cans

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a primary packaging process that fills product into cans and hermetically seals containers using a closer or seamer.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing packing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of a filling and closing process and associated equipment.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work in processing area	1.1 Read or listen to work instructions from supervisor, and clarify where needed 1.2 Identify work health and safety hazards and tell supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Confirm that materials and packaging components and consumables are available to meet operating and food safety requirements 1.5 Identify and confirm workplace cleaning and maintenance requirements
2. Prepare the filling and closing process for operation	2.1 Fit and adjust machine components and related attachments according to health and safety and operating requirements 2.2 Enter operating parameters to meet safety and production requirements 2.3 Carry out pre-start checks, adjusting equipment performance according to operator instructions
3. Operate and monitor the filling process	3.1 Start, operate and monitor the process for variation in operating conditions according to work health and safety and operating procedures 3.2 Monitor the process to confirm that filled and closed containers meet specifications 3.3 Identify, rectify and report out-of-specification equipment, product and process outcomes according to workplace requirements 3.4 Follow and apply workplace cleaning and environmental procedures
4. Monitor closure and seaming stage	4.1 Monitor the closing stage to confirm that closures and seams meet specifications 4.2 Identify and report out-of-specification process outcomes according to workplace procedures
5. Shut down the filling and closing process	5.1 Identify the appropriate shutdown procedure, and implement safely according to operating procedures 5.2 Report maintenance requirements according to workplace procedures 5.3 Maintain workplace records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	• Record operating, routine maintenance and shutdown information using digital and/or paper-based formats
Numeracy	• Read and interpret gauges and scales • Monitor and interpret production and process control indicators and data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2019 Fill and close product in cans Release 2	FBPOPR2019 Fill and close product in cans Release 1	Foundation Skills descriptions updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2019 Fill and close product in cans

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has filled and closed product in cans on at least one occasion, including:

- starting, operating, monitoring and adjusting the filling process and equipment to achieve required outcomes, including monitoring control points, and conducting inspections, as required, to confirm process remains within specification, including:
  - fill temperatures
  - headspace
  - vacuum
  - visual appearance of the product
  - line speed/throughput
- inspecting seams according to enterprise procedures
- applying food safety procedures to work practices
- following safe work procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of filling and closing, including the properties and requirements of packaging materials used, hermetic sealing and properties of containers used for this purpose, coding requirements and related legal requirements, including product weight
- the flow of this process and the effect of the filling and seaming process on downstream processes

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- basic operating principles of equipment, including main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- quality characteristics of the filled and closed container, including seam components and integrity requirements within level of responsibility for inspection
- effect of raw material characteristics on filling and seaming
- quality parameters for cans and ends
- effect of process variables, including headspace, fill temperature and vacuum, on the process
- operating requirements and parameters, and corrective action required where operation is outside specified operating parameters, including restart procedures following a crash or jam-up
- typical equipment faults and related causes, including signs and symptoms of faulty equipment, and early warning signs of potential problems
- techniques used to monitor the production/packing process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety issues associated with filling and seaming, and related control measures
- common causes of variation, and corrective action required
- health and safety hazards and controls relevant to process
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste collection and handling procedures related to the process
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitisation procedures for filling and closing product in cans.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment (PPE)
  - filling and closing and related equipment and services
  - materials to be filled as required
  - packaging components/consumables

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  - sampling schedules and test procedures and equipment as required
  - cleaning procedures, materials and equipment as required
  - documentation
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - production schedule
  - information on equipment capacity and operating parameters
  - specifications, control points and operating parameters
  - recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2062 Work in a clean room environment

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to gown-up, enter and work in a clean room environment; and de-gown to minimise contamination risks.

This unit applies to individuals who work under general supervision in a food processing production environment.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to enter a clean room environment	1.1 Identify and choose appropriate clothing and footwear 1.2 Fit and inspect clothing and footwear prior to entering a clean room 1.3 Follow hand washing and disinfecting procedures
2. Work in a clean room environment	2.1 Follow workplace procedures to enter a clean room environment 2.2 Conduct work activities to minimise risk of contamination

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
3. Exit a clean room environment and de-gown	3.1 Follow workplace procedures to exit a clean room environment 3.2 Remove protective clothing and footwear 3.3 Deposit clothing and footwear for laundering or disposal, in line with workplace guidelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Access and interpret requirements of clean room environment
Navigate the world of work	• Apply workplace procedures to own role and responsibilities
Get the work done	• Conduct required tasks in accordance with set instructions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2062 Work in a clean room environment	FDFOP2032A Work in a clean room environment	Updated to meet Standards for Training Packages Prerequisites removed Minor changes to Performance Criteria to clarify intent	Equivalent unit

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Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2062 Work in a clean room environment

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has worked in a clean room environment on at least one occasion, including:

- accessing workplace information to determine clean room work requirements
- confirming that protective clothing and footwear are appropriate for use
- following procedures to fit and inspect protective clothing and footwear
- following procedures to enter a clean room environment, including following appropriate hand washing and disinfecting procedures, and fitting gloves as required
- conducting work to minimise risk of contamination
- exiting the clean room environment according to workplace procedures
- removing protective clothing and footwear in correct sequence and depositing for laundering according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of and conditions required in a clean room environment, including how the clean room maintains a clean environment and related air flow systems
- preparation and handling requirements for garments and footwear worn in a clean room environment, including:
  - garment features appropriate to a clean room environment
  - inspection procedures to confirm clothing and footwear are fit for use prior to fitting
- inspection points to confirm that clothing and footwear are correctly fitted according to workplace procedures
- procedures to follow if garments are not fit for use

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- clean room control measures and related monitoring requirements, including:
  - pressure differences between the clean room and change room and knowledge of location of pressure gauges
  - checking operating conditions of ventilation systems where required
- entry procedures
- requirements for conducting work in a clean room and consequences of not complying with these requirements (typically work is conducted slowly to minimise disturbance of particulates)
- procedures to follow to minimise risk of contamination, including cleaning, sanitation, sterilisation and disinfecting of equipment and surfaces
- conditions that can cause contamination, and control measures to avoid this occurring
- work health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- procedures for exiting and de-gowning
- laundering requirements and procedures
- housekeeping requirements for work area
- recording requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a clean room environment
- resources, equipment and materials:
  - protective clothing, footwear and equipment appropriate to a clean room
- specifications:
  - work procedures relevant to working in a clean room environment, including those specific to entering and exiting the clean room and to carrying out the relevant work function.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2065 Conduct routine maintenance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to inspect equipment and carry out routine maintenance and adjustment using a limited range of hand tools.

This unit applies to individuals who perform routine maintenance in a food and beverage environment. It typically targets the production worker responsible for conducting simple and routine maintenance tasks to support the operation of machines or equipment.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Conduct routine inspection of plant and equipment	1.1 Read or listen to work instructions from supervisor and clarify where needed 1.2 Identify health and safety hazards in the workplace and tell supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Inspect equipment to identify signs of wear 1.5 Assess the nature of maintenance requirement
2. Prepare to conduct routine maintenance	2.1 Assess the maintenance task to determine tools and services required 2.2 Prepare equipment for maintenance 2.3 Select hand tools according to task requirements 2.4 Check tools before use and report unsafe and faulty items 2.5 Plan and schedule maintenance in consultation with affected work areas to minimise disruption to production
3. Carry out routine maintenance	3.1 Carry out routine maintenance on equipment 3.2 Report maintenance activities in line with workplace procedures
4. Complete maintenance tasks	4.1 Return equipment to operating order when maintenance is complete 4.2 Store tools and materials 4.3 Notify the relevant personnel of maintenance completion 4.4 Maintain a clean and tidy workplace

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Interact effectively with staff members
Get the work done	• Make routine decisions to correct simple and familiar problems • Apply routine fault finding methods to trace and identify equipment faults and implement standard and familiar solutions

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2065 Conduct routine maintenance	FDFOP2011A Conduct routine maintenance	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2065 Conduct routine maintenance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively conducted routine maintenance on a minimum of two different items of plant and/or equipment, including:

- identifying routine maintenance tasks for machine or equipment
- monitoring operation and identifying need for maintenance tasks
- carrying out routine maintenance tasks according to workplace procedures
- on completion of maintenance tasks, returning equipment to operational order, including confirming that all equipment parts, nuts and bolts are accounted for and correctly tightened
- scheduling maintenance tasks that are beyond one's own job role and communicating requirements with affected personnel
- selecting and using appropriate tools to undertake routine maintenance within scope of own job role
- assessing readiness for returning machine or equipment to operation or referring for further attention
- completing maintenance documentation
- applying safe work practices and identifying health and safety hazards and controls in the workplace.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- systems and programs in place to manage routine maintenance of plant and equipment in the workplace
- responsibilities for participating in the maintenance program, including operator role and the role of others
- procedures for raising maintenance orders where requirements are outside operator role

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- basic operating principles of equipment to be maintained
- signs and symptoms of faulty equipment and early warning signs of potential problems
- basic checks used to confirm the nature of maintenance requirements, including distinguishing between mechanical and electrical faults and identifying probable causes or conditions that may increase maintenance requirements of equipment used
- procedures for issuing, maintaining and storing tools used
- safe use of hand tools and measuring instrumentation relevant to maintenance responsibilities
- lubrication requirements, including requirements to use food grade lubricants as required, and consequences of using incorrect type or amount of lubricants
- safe work procedures, including appropriate signage of maintenance activities, use of appropriate personal protective equipment, and awareness of safety hazards and controls relating to maintenance tasks
- methods used to render equipment safe to work on or clean including lock out/tag out and isolation procedures (in some cases this may involve liaising with other maintenance operators)
- procedures and inspections to be carried out to confirm that equipment is in operating order and all parts are accounted for
- food safety risks arising from poor personal hygiene, cleaning and housekeeping practices and procedures associated with routine maintenance
- maintenance planning, scheduling and recording procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - maintenance tools and equipment
  - operational machinery and equipment
  - safety equipment
  - spares and consumables
- specifications:
  - operation procedures
  - service equipment and maintenance instructions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2066 Apply sampling procedures

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to interpret sampling plans, and to collect and transfer samples to retain sample integrity.

This unit applies to individuals who would typically be required to follow specific sampling procedures under general supervision.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for sampling	1.1 Read or listen to work instructions from supervisor and clarify where needed 1.2 Identify health and safety hazards in the workplace and inform supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Identify sampling requirements in the sampling plan

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.5 Prepare sampling equipment, containers and labels
2. Collect samples	2.1 Collect samples as specified in the sampling plan 2.2 Handle and prepare samples to preserve sample and source integrity 2.3 Identify and report defects or abnormalities in source material and sample 2.4 Record sample information in line with workplace requirements 2.5 Maintain a clean and tidy workplace

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Record sample information accurately
Get the work done	• Solve familiar and generally predictable problems within workplace guidelines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2066 Apply sampling procedures	FDFOP2013A Apply sampling procedures	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

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Assessment Requirements for FBPOPR2066 Apply sampling procedures

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively taken 10 samples, in line with the sampling plan, including:

- accessing and interpreting sampling plan to identify requirements
- selecting, fitting and using personal protective equipment
- preparing for sampling to ensure required tools, containers and labels are available
- following sampling procedures and the sampling plan to collect samples from the designated points, in the quantities and at the times specified
- identifying atypical source materials and/or samples and take corrective action, such as reporting abnormalities, repeating sample collection and/or following intensive sampling schedules
- completing sample records according to workplace requirements, such as labelling samples as required
- transferring samples for testing
- maintaining work area to meet housekeeping standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls in the workplace, including the purpose and limitations of personal protective equipment
- basic sampling principles, including the importance of following the sampling plan to obtain representative sampling reflecting characteristics of source material, the sample characteristics and related preservation, handling and storage requirements, and the labelling system purpose and requirements
- tests to be conducted on samples, and related handling and preparation requirements and responsibilities

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- characteristics of materials sampled, and common contaminants and related conditions under which contamination is likely to occur
- sampling techniques relevant to samples collected, such as sterilisation methods and procedures
- the relationship between sampling, testing and production processes, including different sampling regimes that may apply in response to non-standard conditions or after corrective action is taken to adjust production outputs
- procedures and responsibility for reporting and recording sampling information, including legislative requirements
- procedures for preparing samples.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - sampling plan
  - recording and reporting system
  - sampling equipment and containers as required
  - product/source material to be sampled.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2067 Work in a food handling area for non-food handlers

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to conduct work in a food handling area where the work does not involve direct food contact.

This unit applies to individuals who typically work in stores, warehousing, cleaning and maintenance roles. This unit is not appropriate for a person who has direct contact with food or raw materials or ingredients. Where this is a requirement, refer to relevant food safety units.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain food safety while working in a food handling area	1.1 Read or listen to work instructions from supervisor and clarify where needed 1.2 Identify health and safety hazards in the workplace and inform supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Identify and follow food safety requirements related to work tasks 1.5 Carry out work responsibilities so that the safety of food is maintained 1.6 Identify and report procedures or practices which are inconsistent with requirements of the workplace food safety program
2. Maintain food handling area in clean and orderly state	2.1 Confirm that equipment and the food handling area meet the cleaning and sanitation requirements of workplace food safety program 2.2 Collect and dispose of waste according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Ask questions to clarify understanding or seek further information
Get the work done	• Maintain a clean and hazard-free work area

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2067 Work in a food handling area for non-food handlers	FDFOP2016A Work in a food handling area for non-food handlers	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

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Assessment Requirements for FBPOPR2067 Work in a food handling area for non-food handlers

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has worked safely and effectively in a food handling area, in a non-food handling role, to effectively maintain food safety standards on at least two different occasions, including:

- accessing and applying workplace information on food safety policies and procedures relevant to own work
- fitting and using appropriate personal protective clothing and equipment as required by work tasks to meet food business requirements
- checking own work area to identify food safety hazards
- carrying out work responsibilities to ensure that food safety is not compromised
- taking necessary precautions when moving between or around the workplace and/or from one task to another to minimise the risk of contamination
- recognising and reporting situations or procedures that could compromise food safety
- sorting and disposing of waste according to workplace procedure
- maintain workplace standards in work area.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls in the workplace, including the purpose and limitations of protective clothing and equipment
- food safety requirements related to own work as determined by the workplace
- sources of advice on food safety issues and responsibilities in the workplace
- personal hygiene practices and clothing and footwear requirements associated with working in and moving in and between food handling areas and moving between food handling and non-food handling areas

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- suitable standard for materials and equipment used in the food handling area, including materials that are unsuitable for use
- methods and procedures to be followed when carrying out work responsibilities in a food handling area to ensure that food safety is not compromised
- the types of contamination that can occur as a result of work activities, and procedures used to prevent these types of contamination from occurring
- cleaning and sanitation requirements and responsibilities, including cleaning methods appropriate to a food handling environment and those used in the specific food handling area
- waste collection, recycling and handling procedures
- workplace standards to be maintained in the work area.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - work area and related equipment to undertake work function
  - waste collection, treatment, recycling and/or disposal equipment
- specifications:
  - food safety policies and procedures relevant to work role
  - work procedures, including procedures for entering and exiting food handling areas.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2068 Operate a process control interface

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to operate a computer-based interface to modify and/or interrogate a control system.

This unit applies to individuals who work under general supervision. This includes identifying and providing solutions to a limited range of predictable problems.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Navigate the process control interface	1.1 Confirm the readiness of the control interface and related components for operation 1.2 Use the hardware provided to operate the interface 1.3 Use page links to move between screens 1.4 Acknowledge messages and alarms 1.5 Access required information from screen displays

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.6 Record interface system malfunctions and report to supervisor
2. Use interface system to operate and maintain a process within required parameters	2.1 Start, monitor and shut down individual items of equipment and processes using the control interface 2.2 Select equipment, alter status and enter settings to meet operating requirements 2.3 Activate sequences to initiate process operation 2.4 Recognise equipment giving a bad signal or bad measurements and take responsive action
3. Analyse data to predict and control performance	3.1 Select and analyse trends to identify performance patterns 3.2 Identify causes of abnormal or unacceptable performance and take corrective action 3.3 Record information in workplace format

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Access and interpret process control panels and system
Numeracy	• Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials and product
Navigate the world of work	• Ask questions to clarify understanding or seek further information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FBPOPR2068 Operate a process control interface	FDFOP2030A Operate a process control interface	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2068 Operate a process control interface

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively operated a process control interface on at least two occasions, including:

- recognising and responding to error messages and alarms
- accessing relevant performance data using the control system, including locating and interpreting performance trend information
- recording log information using the interface system according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- processes and equipment being controlled, including required processing sequences
- operating principles of process control and interface system, including the relationship between control panels, systems and the physical equipment, and where relevant, operating conditions required for accurate information input from sensors and related instrumentation
- action required to respond to error messages and alarms
- typical faults that can occur when operating a process control interface and corrective action required
- performance data collected by the control interface system and its application to troubleshoot performance, including the ability to identify and investigate related trend data to track cause and effect
- recording requirements and responsibilities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - process control interface hardware and software
  - work station or equipment to be controlled
  - process to be controlled
  - communication systems and equipment
  - workplace information recording systems, requirements and procedures
- specifications:
  - operating procedures and related advice on equipment operation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2069 Use numerical applications in the workplace

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to use numerical applications in the workplace.

This unit applies to individuals who work under general supervision.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Apply basic mathematical concepts to calculate workplace information	1.1 Identify calculation requirements and select appropriate method 1.2 Obtain data from relevant sources and interpret correctly 1.3 Undertake calculations using addition, subtraction, multiplication and division to support work role
2. Apply basic mathematical concepts to estimate workplace	2.1 Identify estimation requirements and select appropriate estimation 2.2 Obtain data from relevant sources and interpret correctly 2.3 Make estimations of quantities, ratios and speed to meet work

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
information	requirements 2.4 Record calculations and measurement information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret work tasks, instructions, procedures and other basic workplace documentation requiring numerical applications
Navigate the world of work	• Understand tasks and responsibilities requiring numerical applications in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	• Communicate information with relevant personnel
Get the work done	• Recognise simple problems and seek guidance to correct

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2069 Use numerical applications in the workplace	FDFOP2061A Use numerical applications in the workplace	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

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Assessment Requirements for FBPOPR2069 Use numerical applications in the workplace

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively used numerical applications for work purposes, on at least two different occasions, including:

- identifying whether a calculation or estimation is required to meet workplace requirements
- performing calculations involving basic addition, subtraction, division and multiplication to support work role (this may involve use of a calculator and conversion tables)
- using estimation techniques to check quantities, ratios, speed and other required data estimates
- using estimation techniques to check calculated results and workplace data
- recording calculations and measurement information accurately, according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- mathematical processes, including addition, subtraction, multiplication and division
- application of calculation and estimation techniques to meet work requirements
- units of measurement used in the workplace, including whole numbers, fractions and decimals to one decimal point (this may include use of conversion charts)
- representation of numerical information relevant to work requirements, including charts, graphs and tables
- recording requirements and responsibilities relevant to work role.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - real or simulated work tasks requiring simple estimation and calculation
  - conversion tables, calculators and measuring instruments.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2070 Apply quality systems and procedures

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to monitor quality of work outcomes to maintain and improve quality in a processing context.

This unit applies to individuals who work under general supervision and exercise limited autonomy.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor quality of work outcome	1.1 Identify quality requirements of work process

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Inspect inputs to confirm capability to meet quality requirements 1.3 Conduct work to produce required outcomes 1.4 Monitor work processes to confirm quality of output and/or service 1.5 Adjust processes to maintain outputs within specification
2. Participate in maintaining and improving quality at work	2.1 Monitor work area, materials, processes and product to ensure compliance with quality, health and safety requirements 2.2 Conduct work in accordance with workplace environmental guidelines 2.3 Identify and report non-conformance in inputs, process, product and/or service according to workplace reporting requirements 2.4 Take corrective action within level of responsibility to maintain quality standards 2.5 Raise quality issues with designated personnel 2.6 Record quality data in accordance with workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret basic quality directions and instructions
Oral communication	• Discuss and report quality information to relevant personnel
Numeracy	• Read and interpret gauges and scales

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2070 Apply quality systems and procedures Release 2	FBPOPR2070 Apply quality systems and procedures Release 1	Foundation Skills updated Clarification about product traceability and recall added to Knowledge Evidence	Equivalent

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2070 Apply quality systems and procedures

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has applied quality systems and procedures on at least two separate occasions, including:

- identifying control points or inspection points for own work, and related methods used to monitor quality
- maintaining quality of own work, including relevant checks and inspections where required in order to monitor control points and check and inspect equipment, materials, product, packaging consumables, processing conditions and service standards relevant to own work
- determining when and how to make adjustments to maintain output within specified parameters
- identifying and responding to out-of-specification or unacceptable inputs and/or outputs
- recording quality data in required format.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- quality policy, procedures and responsibilities
- quality system used in the workplace, sources of information on quality requirements, the role of internal and external auditors, as appropriate, and performance improvement processes
- traceability requirements
- recall procedures for products that do not meet safety standards

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- basic concepts of quality assurance, including hazards, risk assessment and control methods
- requirements of internal and external customers
- control points for own work, including the purpose of the control point, the risk if not controlled, and the method of control used
- monitoring, testing and inspection procedures relating to process control requirements
- scope to correct/control variation within equipment and process capacity parameters
- evidence of out-of-specification or unacceptable performance
- procedures for responding to out-of-specification or unacceptable performance/outcomes, including procedures for identifying or isolating materials or product of unacceptable quality
- systems used to trace product ingredients as relevant to own work
- requirements to report and record quality information.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - sampling and test procedures and related equipment
  - systems for recording quality information
- specifications:
  - work instructions
  - quality policy, system and procedures, including company codes of practice/good manufacturing practices (GMP).

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2071 Provide and apply workplace information

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to provide and apply workplace information in a processing context.

This unit applies to individuals who work under general supervision and exercise limited autonomy.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide and apply information to suit	1.1 Identify information requirements for work operations

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
workplace and audience requirements	1.2 Collect and assess required information 1.3 Select and structure information in a logical way to convey meaning to others 1.4 Use appropriate methods to communicate effectively with others
2. Respond to information requests	2.1 Process information requests promptly and courteously 2.2 Apply effective listening and verbal communication skills to obtain information 2.3 Clarify the nature of requests 2.4 Provide appropriate information in response to requests 2.5 Provide information in a form appropriate to the enquirer 2.6 Refer requests to appropriate personnel where they fall outside area of responsibility
3. Use and maintain workplace information	3.1 Access a range of information sources to support work requirements 3.2 Record information in appropriate formats according to workplace reporting requirements 3.3 Interpret information to inform work requirements 3.4 Apply effective listening and verbal communication to exchange information

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret basic directions and instructions
Writing	• Use paper-based and electronic proformas to record and store basic workplace information and data

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2071 Provide and apply workplace information Release 2	FBPOPR2071 Provide and apply workplace information Release 1	Foundation Skills updated Clarification about traceability and recall added to Knowledge Evidence	Equivalent

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2071 Provide and apply workplace information

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively provided and applied workplace information on at least one occasion, including:

- identifying and accessing information to undertake work responsibilities
- ascertaining or clarifying information requirements by asking questions
- preparing and presenting simple written or verbal presentations that structure and present information in a logical sequence
- working effectively with others to achieve work outcomes
- respecting and, where appropriate, representing the views of others
- recording information in required format.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- communication channels, including consultative arrangements established in the workplace
- common colloquial and technical terms relating to work function
- sources of information and advice relating to work responsibilities
- methods and technologies used to access, record and store workplace information, including print, and screen-based systems as relevant to the workplace
- presentation techniques to convey information on a range of typical workplace subjects appropriate to the audience
- recognition of different personal communication styles and appropriate communication options

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- recognition of cultural diversity as appropriate in the workplace
- reporting roles and responsibilities
- traceability and recall information and requirements
- interpersonal skills, including active listening, questioning, seeking and responding to feedback
- basic meeting procedures to identify and achieve meeting/discussion outcomes.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - advice on work roles and responsibilities
  - typical workplace information
  - standard forms and equipment for recording workplace information, as required.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2072 Work in confined spaces in the food and beverage industries

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to work in confined spaces in the food and beverage industries.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food or beverage processing environment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace. Confined space entry work permits may be required.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare for entering and working in confined spaces	1.1 Access, interpret and apply compliance documentation relevant to entering and working in confined spaces 1.2 Obtain, confirm and apply work instructions and safety

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Obtain authorisation (entry permit) to enter the confined space 1.4 Select, fit and use personal protective equipment according to job requirements 1.5 Confirm emergency response procedure with the stand-by person 1.6 Identify, obtain and position signage, barriers and rescue equipment according to workplace requirements 1.7 Select tools and equipment to carry out tasks, check for serviceability and rectify or report faults 1.8 Identify, confirm and apply environmental protection requirements
2. Enter and work in the confined space	2.1 Gain access to the confined space 2.2 Test and monitor the atmosphere for harmful elements 2.3 Apply tagging and lock-out procedures 2.4 Enter confined space 2.5 Maintain communication with the stand-by person 2.6 Comply with entry permit requirements 2.7 Monitor and adhere to allocated entry time
3. Exit confined space	3.1 Exit confined space 3.2 Recover tools, equipment and materials 3.3 Conduct inspection of the confined space to ensure it is left safe and fit for purpose 3.4 Secure access 3.5 Remove tagging and lock-out 3.6 Complete confined space entry log
4. Clean-up work area	4.1 Clear work area and dispose of or recycle materials 4.2 Clean, check, maintain and store tools and equipment 4.3 Remove, clean and store barriers and signs

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret basic directions and instructions
Oral communication	• Ask questions to clarify understanding or seek further information
Numeracy	• Interpret data related to air quality
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Understand tasks and responsibilities required for work in confined spaces

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2072 Work in confined spaces in the food and beverage industries	FDFOP2065A Work in confined spaces in the food and beverage industries	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Prerequisite removed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2072 Work in confined spaces in the food and beverage industries

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively prepared for, entered and exited at least two confined spaces in the food and beverage industry. For each of the confined spaces there must be evidence that the individual has:

- applied work instructions, compliance and safety requirements
- obtained required authorisation to enter
- obtained and used signage, barriers, equipment and tools
- obtained and used appropriate personal protective equipment (PPE)
- conducted atmospheric testing and monitoring
- completed working in confined space within specified entry time
- applied tagging and lock-out requirements
- after exiting, ensured that confined space and general work area is left clean and fit for use.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- areas that constitute confined spaces
- site and equipment safety requirements
- entry and exit procedures, risks and regulations
- types of air contaminants and toxic gases
- limitations of breathing apparatus
- equipment types, characteristics, technical capabilities and limitations
- site isolation and site control responsibilities and authorities
- locations of safety data sheets information and application
- confined space and Industry terminology

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- risks, hazards and control measures associated with confined spaces.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - PPE
  - equipment related to work task
- specifications:
  - work procedures, entry permits, including advice on company practices, safe work practices, quality and environmental requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR3004 Set up a production or packaging line for operation

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up a production or packaging line for operation.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for line setup	1.1 Confirm materials are available to meet production requirements 1.2 Confirm availability of tools, equipment and related accessories according to job requirements 1.3 Select and fit personal protective equipment according to job requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify processing parameters and settings for production or packaging according to workplace procedures
2. Set-up the line for operation	2.1 Identify and confirm cleaning and maintenance requirements 2.2 Inspect equipment according to workplace procedures 2.3 Enter processing or packaging parameters and select or adjust machine settings according to workplace procedures 2.4 Check and adjust equipment performance 2.5 Conduct pre-start checks, adjust equipment performance and confirm equipment is ready and safe to operate, notifying relevant personnel of completion 2.6 Complete line setup to match production or packaging schedule and operating requirements 2.7 Complete records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Numeracy	• Interpret production and process control indicators and data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3004 Set up a production	FDFOP3002A Set up a production or	Updated to meet Standards for Training	Equivalent unit

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or packaging line for operation	packaging line for operation	Packages Minor changes to Performance Criteria to clarify intent	

Links

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Assessment Requirements for FBPOPR3004 Set up a production or packaging line for operation

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively set up a production or packaging line on at least one occasion, in line with production schedule, including:

- conducting pre-start checks on machinery used for production to determine cleaning, maintenance and operation readiness
- determining production parameters and requirements
- setting up line according to production requirements
- taking corrective action in response to typical faults and inconsistencies
- completing workplace records and communicate line status with other personnel as required
- applying safe work practices and identifying hazards and controls.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- operating principles of equipment and related accessories, including equipment adjustment points, range and location/alignment requirements of sensors and related feedback instruments, and status and purpose of guards
- operating capacities of equipment used in the work area, including different types of equipment and/or components by processing operations
- nature of set-up/changeover requirements, including product compatibility and related cleaning requirements, impact of variation in materials or product on set-up requirements, and equipment and/or attachment changeovers related to given products
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- pre-start checks required by set-up/changeover

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- related processes and personnel dependent on line set-up, and communication responsibilities
- isolation, lock-out and tag out procedures and responsibilities
- health and safety hazards and controls in the workplace
- procedures and responsibility for reporting equipment performance information
- operating principles of process control, including the relationship between control panels and systems and the physical equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - personal protective equipment
  - production/packaging schedule and related advice on setup/changeover requirements
  - process/packaging equipment and related accessories and services
  - materials/consumables required of the process
  - hand tools
- specifications:
  - information on equipment capacity and operating parameters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR4001 Apply principles of statistical process control

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to collect statistical information and interpret data in order to inform work processes.

This unit applies to individuals who are required to collect, interpret and record data to inform work. This typically includes plotting data on run charts and statistical process control (SPC) charts; and identifying trends and variations according to given limits.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Collect statistical information	1.1 Identify data collection requirements and confirm with supervisor 1.2 Gather data using available collection equipment 1.3 Accurately record data to meet data collection requirements
2. Interpret data	2.1 Analyse data to identify variations and trends 2.2 Carry out calculations to determine unknown values

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	2.3 Determine corrective action requirements based on data 2.4 Document and store data according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Use statistical analysis techniques to calculate, compare and manipulate data
Writing	• Record data and present information in required format
Get the work done	• Make decisions based on analysis of available data • Use manual and computer-based methods to interpret data and identify trends

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR4001 Apply principles of statistical process control	FDFOP2015A Apply principles of statistical process control	Updated to meet Standards for Training Packages Unit code updated to reflect AQF level Minor changes to Performance Criteria to clarify intent.	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Prerequisite removed.	

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR4001 Apply principles of statistical process control

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has applied the principles of statistical process control to at least two different sets of data, including:

- identifying data needed for collection
- gathering and accurately recording required data
- applying statistical analysis techniques and identifying variations, trends and any necessary corrective actions
- presenting a range of statistical data in appropriate workplace format.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- data sampling methods, including the nature of the sample on which data is based, and the reasons for different sampling requirements that may apply in a given situation
- concept of variation, including the difference between common and special causes of variation, and consequent options for reducing variation and remaining within a given range
- the purpose and process of establishing targets and limits
- the concept of standard distribution/standard deviation
- methods used to interpret statistical data, including methods to determine the average, median and mean, and what these measures indicate
- a variety of calculations to determine unknown values
- using binomial theorem
- using variability and probability to estimate and interpret outcomes in both numerical and qualitative terms

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- situations in which corrective action is required.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - statistical process control data
  - related data collection and analysis systems
  - calculator.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM2001 Follow work procedures to maintain Good Manufacturing Practice requirements

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 7.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to comply with relevant Good Manufacturing Practice (GMP) requirements and workplace quality standards in a pharmaceutical manufacturing facility.

The unit applies to individuals who follow GMP requirements to undertake routine pharmaceutical manufacture work as a junior operator, under supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify requirements of GMP related to own	1.1 Locate sources of information on GMP requirements in the workplace

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
work	1.2 Identify GMP requirements for pharmaceutical manufacture tasks 1.3 Confirm specific GMP requirements for own work
2. Prepare for work	2.1 Confirm personal hygiene meets GMP requirements 2.2 Prepare, use, store and dispose of personal protective equipment and contamination prevention clothing according to GMP requirements and workplace procedures 2.3 Comply with area entry and exit procedures when moving around the workplace
3. Follow GMP requirements when carrying out work activities	3.1 Routinely monitor work area, materials and equipment to ensure compliance with GMP requirements 3.2 Handle raw materials, product and packaging components according to GMP requirements and workplace procedures 3.3 Identify contamination and follow appropriate control measures relating to work responsibilities and GMP requirements 3.4 Identify processes, practices or conditions which are inconsistent with GMP requirements and report according to workplace procedures 3.5 Maintain workplace cleanliness and tidiness to meet GMP requirements 3.6 Conduct work according to workplace environmental procedures 3.7 Complete documentation according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify and comprehend information about GMP requirements
Writing	• Record workplace information using appropriate language and in required format

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM2001 Follow work procedures to maintain Good Manufacturing Practice requirements Release 2	FBPPHM2001 Follow work procedures to maintain Good Manufacturing Practice requirements Release 1	Removed Foundation Skills Navigate the world of work and Interact with others Minor updates to Knowledge Evidence	Equivalent

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM2001 Follow work procedures to maintain Good Manufacturing Practice requirements

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 7.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has followed work procedures to maintain Good Manufacturing Practice (GMP) and demonstrated each of the following points at least once:

- located and followed workplace information relating to GMP responsibilities
- maintained good personal hygiene consistent with GMP requirements, including:
  - making team leader or supervisor aware of reportable illness
  - removal of jewellery
  - removal of makeup
- used personal protective equipment and contamination prevention clothing according to workplace procedures
- used and stored personal clothing and footwear consistent with GMP requirements and workplace procedures
- followed workplace procedures when moving around the workplace to maintain GMP
- followed GMP requirements when carrying out work functions
- identified and responded to performance that fails to meet GMP requirements, including:
  - making adjustments
  - reporting to relevant personnel
- handled and disposed of materials that are contaminated or non-conforming
- identified and reported a situation that could compromise GMP requirements
- maintained work area in a clean and tidy state
- followed workplace procedures for documentation and recording.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- sources of advice on GMP requirements in relation to own work
- the role of GMP in preventing contamination and potential implications of non-compliance
- the relationship between GMP and the quality system, including:
  - personnel responsible for designing and managing GMP
  - personal role to maintain GMP
  - the role of internal and external auditors
- personal protective equipment and contamination prevention clothing requirements
- personal clothing and footwear use, storage and disposal requirements
- storage and handling requirements for raw materials, product and packaging components relevant to work role
- common types and sources of contamination in the work area including pest infestation
- control methods and procedures used in the work area to maintain GMP, including:
  - the purpose of control
  - the consequences of lack of control
  - control monitoring
- performance that is unacceptable or fails to meet specifications
- actions required in response to non-conformance
- workplace environmental procedures
- workplace procedures for reporting and recording information.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment and contamination prevention clothing
  - commercial pharmaceutical production and packaging equipment
- specifications:
  - GMP information relating to the workplace
  - reporting and monitoring systems
  - workplace instructions and procedures
- relationships:
  - supervisor.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM3003 Work in a controlled environment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare to enter, work and exit a controlled environment in a pharmaceutical manufacturing facility.

The unit applies to individuals who apply Good Manufacturing Practice (GMP) requirements and operating principles to working in a controlled environment. Individuals work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to enter a controlled environment	1.1 Obtain workplace information, including workplace procedures related to working in a controlled environment 1.2 Remove jewellery and makeup according to workplace procedures 1.3 Wash hands according to workplace procedures 1.4 Source and fit personal protective equipment (PPE) and contamination prevention clothing prior to entering controlled

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	environment 1.5 Check controlled environment operating conditions prior to entry
2. Work in a controlled environment	2.1 Enter controlled environment according to workplace procedures 2.2 Take commodity items into the controlled environment according to workplace procedures 2.3 Conduct work activities to minimise risk of contamination
3. Maintain a controlled environment	3.1 Identify controlled environment contamination risks 3.2 Control environmental contamination according to GMP requirements and workplace procedures 3.3 Maintain controlled environment work area according to workplace cleaning standards and environmental requirements 3.4 Report practices inconsistent with GMP according to workplace procedures
4. Exit a controlled environment	4.1 Follow workplace procedures to exit a controlled environment 4.2 Remove PPE and contamination prevention clothing according to workplace procedures 4.3 De-gown according to workplace procedures 4.4 Check, store and dispose of PPE according to manufacturer specifications, environmental and work health and safety requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret signs, symbols, checklists, production schedules, cleaning schedules and other technical information relevant to working in controlled environments • Access and interpret GMP information relevant to working in controlled environments

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Skill	Description
Writing	• Complete workplace documentation using appropriate language and in required format
Interact with others	• Report GMP concerns to relevant personnel using required communication method
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements and GMP, associated with own role and area of responsibility

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Controlled environment must include at least one of the following:	• controlled, non-classified environment • cleanrooms that are controlled environments that have been certified as meeting an internationally recognised standard.
Contamination prevention clothing must include at least one of the following:	• facility suits for controlled, non-classified environment • disposable and reusable garments for controlled, classified cleanroom environments.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM3003 Work in a controlled environment	Not applicable	New unit	No equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM3003 Work in a controlled environment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has worked in at least one controlled environment, and demonstrated that they have:

- accessed workplace information to identify controlled environment work requirements
- read and interpreted workplace procedures, including pictorial and written signs/instructions applicable to working in a controlled environment
- checked operating conditions of the controlled environment according to workplace and Good Manufacturing Practice (GMP) requirements
- maintained good personal hygiene and cleanliness appropriate to working in a controlled environment, consistent with GMP requirements, including:
  - making team leader or supervisor aware of reportable illness
  - removal of jewellery
  - removal of makeup
  - following changing procedures
- cleaned and sanitised hands using recognised procedures for:
  - washing with soap and water
  - rubbing with an alcohol-based formulation
- used facility suits and personal protective equipment appropriate for the grade of controlled environment or cleanroom in a manner that does not generate additional contaminants
- entered and exited a controlled environment in a manner to minimise contamination
- identified and reported any condition that may cause shedding of abnormal numbers or types of contaminants
- identified contamination hazards typically encountered in pharmaceutical manufacturing environments and took steps to prevent identified hazards

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- cleaned and maintained work area to meet workplace cleaning standards and environmental requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- international nomenclature and classification of controlled environments and cleanrooms
- GMP grades of cleanrooms and their relationship to the International Organization for Standardization (ISO) classification system
- GMP requirements for the qualification of cleanrooms
- key design requirements for controlled environments and cleanroom for product protection:
  - layout and architecture
  - product and process requirements for clean air
  - filtration, including High Efficiency Particulate Air (HEPA) filters and the theory of particle filtration
  - airlocks for materials, equipment and people
  - turbulent and laminar air flows
  - pressure differentials
  - box-within-a-box principle
  - cleanability and maintainability
- how controlled environments operate to control contamination, including:
  - clean rooms, including how they are certified
  - controlled, non-classified environments
  - clean zones
  - monitor and test systems
  - isolator technology
  - at rest and in operation
  - gowning and cleaning
- GMP requirements and workplace procedures for working in controlled environments and cleanrooms, including:
  - requirements for approving and taking commodity items into the cleanroom
  - restrictions on movement of personnel to minimise cross-contamination
  - cleanroom garments, including types, materials, processing and reprocessing
  - personal hygiene requirements
  - clothing and footwear requirements for working in and moving between work areas
  - personal clothing use, storage and disposal requirements
  - workplace cleaning standards and environmental requirements relating to own work
  - responsibilities of general cleaning staff and how to work with a cleaning team

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- the role of cleaning and sanitising in preventing contamination of materials and products and protection of personnel, including:
  - how improper cleaning of a controlled environment or cleanroom can lead to product contamination
  - the need for proper selection of equipment and materials for proper cleaning
- controlled environment operating conditions, including:
  - differentials pressures
  - particle counts
  - microbial sampling
  - laminar air flow
  - humidity
  - temperature
  - room status
  - cleanliness status
- hygiene and basic elements of microbiology
- sources of contamination, including:
  - product
  - people
  - tools
  - facilities
  - equipment
- risks associated with controlled environment and cleanroom operators:
  - physical behaviour, including how to walk and stand in a cleanroom
  - personal hygiene
  - psychological
  - workplace attitudes and habits
  - communications between workers
  - electrostatic discharge
- contamination risks associated with controlled environment and clean room operations, including:
  - number of personnel in the controlled environment
  - activities being undertaken
  - leaks
  - malfunctioning equipment
  - low differential pressures
  - high particle counts
  - incorrect air flow and velocity
  - humidity
  - temperature
  - room status inactive or in alarm

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    - lack of cleanliness
- common practices inconsistent with GMP found in controlled environment and clean room operations, including:
    - damage to plant or equipment
    - failure of cleaning regime
    - signs of pest infestation
    - missing or inaccurate records
    - failure to follow workplace procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment and contamination prevention clothing
    - cleaning materials and equipment associated with working in a controlled environment
- specifications:
    - workplace procedures related to working in a controlled environment including gowning/de-gowning procedures that comply with GMP requirements
    - workplace cleaning standards and environmental requirements related to working in a controlled environment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM3004 Clean and sanitise facilities and equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to plan, prepare, clean and sanitise processing facilities and equipment in a pharmaceutical manufacturing facility.

The unit applies to individuals who apply Good Manufacturing Practice (GMP) requirements and operating principles to the cleaning and sanitising of facilities and equipment. Individuals work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare to clean pharmaceutical processing areas and equipment	1.1 Obtain cleaning task requirements, including job specifications and workplace procedures for sampling and testing cleaning outcomes 1.2 Identify surfaces and soil and dirt types and select appropriate cleaning techniques 1.3 Select and prepare cleaning chemicals required for job 1.4 Select and check cleaning equipment and consumables for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	serviceability and compliance with cleaning and sanitation requirements of GMP cleaning program 1.5 Rectify or report faults before starting work 1.6 Confirm services are available and ready for operation 1.7 Source and fit personal protective equipment (PPE) according to procedures for health and safety in the workplace 1.8 Obtain cleaning consumables to meet anticipated usage patterns 1.9 Select and install signs and barricades according workplace procedures 1.10 Set the plant for automated cleaning cycle or initiate a manual clean
2. Remove waste	2.1 Collect and dispose of waste according to procedures and legislative requirements for the environment and health and safety in the workplace 2.2 Clean and sanitise rubbish bins and insert new replacement bin liners according to workplace procedures
3. Clean and sanitise pharmaceutical processing surfaces	3.1 Change status label of area and equipment and check status prior to cleaning 3.2 Remove loose dirt and debris from pharmaceutical processing surfaces prior to applying cleaning treatment 3.3 Follow cleaning steps according to workplace procedures 3.4 Apply cleaning chemicals to pharmaceutical surfaces according to manufacturers' specifications and workplace procedures 3.5 Thoroughly rinse and dry surfaces according to workplace procedures 3.6 Apply chemical disinfectants and sanitisers to surfaces according to workplace procedures 3.7 Report practices inconsistent with GMP according to workplace procedures
4. Clean and sanitise pharmaceutical processing equipment	4.1 Clean and sanitise processing equipment according to GMP requirements and workplace procedures 4.2 Monitor the cleaning process and identify and report deviations from job specifications according to workplace procedures 4.3 Inspect and confirm equipment cleanliness status against

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	acceptance criteria and take appropriate action to rectify non-conformances 4.4 Confirm relevant sampling or testing methods including sampling or testing points, types of samples and measurements requirements 4.5 Take, collect, store and transport samples according to sampling plan, relevant methods and standards 4.6 Return equipment to operating order 4.7 Record and certify data and information about equipment cleaning and sanitising, including cleaning status, sampling and testing according to workplace procedures and GMP requirements
5. Return plant to operating condition	5.1 Remove signs and barricades according to workplace procedures and work health and safety 5.2 Clean, check and store cleaning equipment and PPE according to manufacturers' specifications, environmental and workplace health and safety requirements 5.3 Store and dispose of unused chemicals according to manufacturers' specifications, and workplace health and safety requirements 5.4 Order and replenish cleaning consumables 5.5 Document tasks completed according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify and follow signs, symbols, checklists, production schedules, cleaning schedules and other technical information relevant to cleaning and sanitising facilities and equipment • Identify and follow workplace information, specifications and safety data sheets (SDS) • Identify and interpret GMP information relevant to cleaning and sanitising facilities and equipment
Writing	• Complete checklists, standard forms and reports relating to

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Skill	Description
	practices inconsistent with GMP
Oral communication	• Use clear language to report contamination risks and practices inconsistent with GMP • Participate in verbal exchanges to respond to questions and clarify information
Numeracy	• Interpret measurements and numerical symbols in SDSs • Record data and information using mathematical symbols and conventions
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements and GMP, associated with own role and area of responsibility

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

PPE must include:	• one of the following:
	  • protective gown
	  • scrubs
	  • smock
	  • statcoat
	  • cleanroom coverall
	  • disposable coverall
	• plus all of the following:
	  • disposable overshoes or cleanroom boots
	  • hair net
	  • goggles or safety glasses.

Waste must include:	• cleaning material or product waste • hazardous waste • general processing and laboratory waste.
Monitoring of the cleaning process must include:	• chemical strength • cycle time(s) • temperature • contact time • rinse water quality.
Sampling or testing	• visual inspection

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methods must include:	• pH tests of final rinse water • swabbing of equipment surfaces for presence of contamination.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM3004 Clean and sanitise facilities and equipment	Not applicable	New unit	No equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM3004 Clean and sanitise facilities and equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, the individual has cleaned and sanitised facility surfaces and equipment of at least one manufacturing environment, including:

- accessed cleaning schedules or other workplace information to identify cleaning requirements
- interpreted workplace procedures applicable to cleaning operations, including pictorial and written signs/instructions
- identified soil types present in the following work surfaces, and selected cleaning equipment and agents required to clean the surfaces:
  - floors
  - walls
  - ceilings
  - benches
  - outer surfaces of equipment
  - door handles and door frames
  - light switches
  - vents
  - grills
  - pass-through cabinets
- identified hazards and controlled risks, including contamination hazards encountered in pharmaceutical manufacturing environments
- confirmed supply of necessary cleaning and sanitising equipment and services
- replenished different types of consumables used in cleaning processes SEP
- selected and prepared cleaners and sanitisers according to workplace procedures
- selected, fitted and used personal protective equipment (PPE) required for tasks

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- prepared equipment for cleaning according to manufacturers' instructions, including:
  - rendered equipment safe to clean
  - cleared product and waste materials
  - covered motors and instrumentation where steam or water hoses are used
  - dismantled and reassembled equipment parts for cleaning according to operation and maintenance manual
- applied correct cleaning and sanitising procedures to equipment and surfaces
- taken samples and conducted tests according to workplace procedures
- inspected equipment to identify equipment condition and cleanliness
- stored cleaners, sanitisers and related equipment according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- responsibilities of cleaning staff and procedures for cleaning teams
- common types of microbiological, physical and chemical contaminants in pharmaceutical processing facilities
- Good Manufacturing Practice (GMP) requirements and role of cleaning and sanitising in preventing contamination of materials and products, and in the protection of personnel and external contractors
- risks associated with cleaning and sanitising operations and cross contamination prevention
- personal hygiene, clothing and footwear requirements,
- clothing storage and disposal for working in and moving between work areas
- terminology relating to chemical cleaning and decontamination, including:
  - cleaners
  - disinfectants
  - sanitisers
  - sterilants
  - fogging
  - fumigation
- services used in a pharmaceutical manufacturing process, including:
  - potable and purified water
  - steam
  - compressed and instrumentation air
- types of cleaning equipment suitable for use in a pharmaceutical processing environment, including their use and storage,
- different cleaning methods:
  - clean-in-place (CIP)
  - clean-out-of place (COP)
  - manual cleaning

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- purpose and basic principles of CIP, including the use and functions of caustic and acid solutions, and cleaning sequence and stages
- advantages and disadvantage of automated and semi-automated CIP systems
- types of cleaning equipment include:
  - CIP spray balls
  - bottle brushes
  - disinfecting solutions
  - non-shedding wipes
- hygienic vs unhygienic design features of facilities and equipment, including inserts and dead legs
- the differences between:
  - cleaning
  - disinfecting
  - sanitising
  - sterilising
- properties and functions of different cleaning and sanitising agents for pharmaceutical industry
- different levels of cleaning requirements depending on the reason for cleaning, and whether equipment is dedicated or shared
- the influence of the time between manufacture and cleaning (dirty hold time), and the time between cleaning and use (clean hold time) on a cleaning process
- acceptance criteria used to evaluate cleaning quality, including:
  - how cleaning is measured
  - commonly used sampling and testing
- considerations when choosing and using cleaning chemicals including:
  - the correct selection of chemicals for the surface being cleaned
  - the chemical and physical properties of the soils or residues to be removed
  - the interactions between cleaning chemicals and the surfaces they may adhere to
  - the solubility of the soil/residue in the cleaning solution
  - the need to rotate sanitisers
  - the frequency of cleaning and sanitising
- manual, semi-automated and fully automated cleaning methods
- the variable factors that influence cleaning effectiveness and performance
- critical parameters in a cleaning and sanitising process including:
  - time
  - temperature
  - concentration
  - GMP requirements for the validation of cleaning processes
- waste related to pharmaceutical manufacturing processes, including:
  - cleaning material
  - product waste

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    - hazardous waste
    - general processing and laboratory waste
- waste collection, recycling and handling procedures relevant to own work responsibilities
- procedures for responding to out-of-limits or unacceptable performance or outcomes
- common practices inconsistent with GMP found in cleaning and sanitising operations, including:
    - damage to plant or equipment
    - failure of cleaning regime
    - signs of pest infestation
    - missing or inaccurate records
    - failure to follow workplace procedures
- purpose of keeping records and the recording requirements of GMP, including the legal significance of certifying and verifying GMP records.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a commercial pharmaceutical or complementary medicine manufacturing workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment
    - equipment and surfaces to be cleaned
    - chemicals and/or automated chemical addition system services and their related safety data sheets
    - data collection forms and information recording systems
- specifications:
    - cleaning procedures and related advice on equipment operation that comply with GMP requirements
    - workplace health and safety procedures related to cleaning and sanitising pharmaceutical manufacturing equipment
    - cleaning schedule
    - data collection and information recording requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM3005 Operate a concentration process

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor, adjust and shut down a concentration process in a pharmaceutical manufacturing facility.

The unit applies to individuals who apply Good Manufacturing Practice (GMP) and operating principles to the concentration process. Individuals work under broad direction and take responsibility for their own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the concentration equipment and process for	1.1 Identify production requirements from workplace documentation 1.2 Confirm materials and services meet production requirements 1.3 Confirm required facilities, storage, equipment and personnel are

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
operation	available 1.4 Select and fit personal protective equipment and contamination prevention clothing according to workplace procedures 1.5 Carry out line clearance procedures according to production requirements and equipment operation and maintenance manual 1.6 Follow procedures to eliminate or control the risk of cross-contamination 1.7 Conduct pre-start checks and start up concentration process according to workplace procedures
2. Operate and monitor the concentration process	2.1 Monitor concentration process to confirm that process parameters are within required limits 2.2 Identify and report out of limit products or processes according to workplace procedures 2.3 Maintain work area according to workplace cleaning standards 2.4 Conduct process according to safety and environmental requirements 2.5 Complete documentation according to workplace requirements
3. Shut down the concentration process	3.1 Confirm the shutting down process according to workplace procedures 3.2 Safely shut down the process 3.3 Report maintenance requirements according to workplace procedures 3.4 Complete records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify relevant information from workplace documentation and interpret requirements for a concentration process

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Skill	Description
Writing	• Complete workplace documentation using appropriate language and in required format
Numeracy	• Interpret measurement information to set, monitor and adjust process parameters

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM3005 Operate a concentration process Release 2	FBPPHM3005 Operate a concentration process Release 1	Foundation skills table updated Range of conditions deleted to remove duplication Minor changes to performance evidence and assessment conditions for clarity	Equivalent

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM3005 Operate a concentration process

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely operated at least one concentration process, including:

- confirmed production requirements and related facilities, storage and equipment
- correctly gown using Standard Operating Procedures (SOP) for the operations performed batch and product changeovers, including line clearance procedures
- conducted pre-start checks required for safe operation of the concentration process, including:
  - carried out required area or line clearances
  - inspected equipment condition to identify signs of wear
  - checked all safety equipment in place and operational
  - checked equipment clean or sanitised
  - checked equipment correctly configured for processing requirements
- started, operated, monitored and adjusted a concentration process to achieve required outcomes
- conducted in-process control checks to confirm the process remains within limits
- calculated yields and determined the process parameters required to ensure concentration is within specification
- taken samples for product testing in accordance with SOP
- taken corrective action in response to a non-conformance according to SOP
- safely shut down the process according to workplace procedures
- cleaned and maintained work area to meet workplace cleaning standards and environmental requirements
- completed records according to workplace procedures.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of pharmaceutical concentration processes
- stages of a concentration process, including:
  - the purpose, methods and outcomes of each stage
  - the effect of process parameters on each stage
- basic operating principles, requirements and parameters of concentration process equipment, including:
  - main equipment components, operating capacities and applications
  - typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
  - corrective actions required where operation is outside specified operating parameters
- services used in a concentration process, including:
  - potable and purified water
  - steam
  - compressed and instrumentation air
  - vacuum
- line clearance procedures, including procedures for clearing feed lines
- workplace health and safety hazards, risks and controls relevant to a concentration process, including:
  - use of solvents
  - functions and limitations of personal protective equipment and contamination prevention clothing
- pre-start check requirements including:
  - required area or line clearances
  - equipment condition to identify signs of wear
  - safety equipment in place and operational
  - equipment clean or sanitised
  - equipment correctly configured for processing requirements
- methods used to monitor concentration process, including inspecting, measuring and testing
- product and process specifications, procedures and operating parameters for different products and materials
- quality requirements of materials and the effect of variations on the concentration process
- contamination risks associated with the concentration process including microbiological and cross contamination
- common causes of out-of-specification product or process and corrective actions required
- concentration process shutdown procedures and responsibilities
- Good Manufacturing Practice (GMP) requirements associated with a concentration process and related control measures

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- environmental issues and controls relevant to the concentration process, including waste collection, restriction of movement and handling procedures
- requirements for completion of workplace documentation.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment and contamination prevention clothing
  - liquid extracts to be concentrated
  - concentration equipment, materials and services
  - cleaning materials and equipment associated with a concentration process
  - record keeping system
- specifications:
  - product and intermediate product specifications, control points and processing parameters
  - recording requirements and procedures in accordance with GMP requirements
  - workplace documentation relating to concentration process and procedures that comply with GMP requirements
  - cleaning procedures associated with a concentration process.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM3006 Operate an extraction process

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down an extraction process used to isolate organic materials using solvents in a pharmaceutical manufacturing facility.

The unit applies to individuals who apply Good Manufacturing Practice (GMP) and operating principles to the extraction process. Individuals work under broad direction and take responsibility for their own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the extraction equipment and process for operation	1.1 Confirm, blend and prepare materials to meet production requirements 1.2 Confirm required facilities, storage, equipment and personnel are

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	available 1.3 Select and fit personal protective equipment and contamination prevention clothing according to workplace procedures 1.4 Carry out line clearance procedures according to production requirements and equipment operation and maintenance manual 1.5 Follow procedures to eliminate or control the risk of cross-contamination 1.6 Conduct pre-start checks according to workplace procedures 1.7 Load material into percolator
2. Operate and monitor the extraction process	2.1 Start up and monitor extraction process to confirm that specifications are within required limits 2.2 Identify and report out of limit products or processes according to workplace procedures 2.3 Maintain work area according to workplace cleaning standards 2.4 Conduct process according to safety and environmental requirements 2.5 Complete documentation according to workplace requirements
3. Shut down the extraction process	3.1 Confirm workplace procedures for shutting down the process 3.2 Safely shut down the process 3.3 Complete records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify relevant information from workplace documentation and interpret requirements for the extraction process
Writing	• Complete workplace documentation using appropriate language and in required format

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM3006 Operate an extraction process Release 2	FBPPHM3006 Operate an extraction process Release 1	Minor changes to application, knowledge evidence and assessment conditions for clarity Foundation skills table updated Range of conditions deleted to remove duplication	Equivalent

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM3006 Operate an extraction process

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely operated at least one extraction process, including:

- confirmed production requirements and related facilities, storage and equipment
- correctly gown using Standard Operating Procedures for the operations performed batch and product changeovers, including line clearance procedures
- performed batch and product changeovers, including line clearance procedures
- conducted pre-start checks required for the safe operation of the extraction process, including:
  - carried out required area or line clearances
  - inspected equipment condition to identify signs of wear
  - checked all safety equipment in place and operational
  - checked equipment clean or sanitised
  - checked equipment correctly configured for processing requirements
- started, operated, monitored and adjusted a process to achieve required outcomes
- conducted in-process control checks to confirm the process remains within limits
- inspected product for defects
- taken corrective action in response to a non-conformance
- safely shut down the process according to workplace procedures
- cleaned and maintained work area to meet workplace cleaning standards and environmental requirements
- completed records according to workplace procedures.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- stages of the extraction process, including:
  - the purpose, methods and outcomes of each stage
  - the effect of material density on filtration
  - packing processes required for different types of materials
- basic operating principles, requirements and parameters of extraction process equipment, including:
  - main equipment components, operating capacities and applications
  - typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
  - corrective actions required where operation is outside specified operating parameters
- line clearance procedures, including procedures for clearing feed lines
- workplace health and safety hazards, risks and controls relevant to an extraction process, including:
  - use of solvents
  - functions and limitations of personal protective equipment and contamination prevention clothing
- pre-start check requirements, including:
  - required area or line clearances
  - equipment condition to identify signs of wear
  - safety equipment in place and operational
  - equipment clean or sanitised
  - equipment correctly configured for processing requirements
- methods used to monitor extraction process, including:
  - inspecting
  - measuring
  - testing
  - calculating yields
- quality requirements of materials and the effect of variations on the extraction process
- product and process specifications, procedures and operating parameters for different products and materials
- contamination risks associated with the extraction process
- common causes of out-of-specification product or process and corrective actions required
- extraction process shutdown and changeover procedures and responsibilities
- Good Manufacturing Practice (GMP) requirements associated with an extraction process and related control measures
- environmental issues and controls relevant to the extraction process, including waste collection and handling procedures
- requirements for completion of workplace documentation.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment and contamination prevention clothing
  - extraction solvents, material and equipment
  - cleaning materials and equipment associated with an extraction process
  - record keeping system
- specifications:
  - product and intermediate product specifications, control points and processing parameters
  - recording requirements and procedures in accordance with Good Documentation Practice
  - workplace documentation relating to an extraction process and procedures that comply with GMP requirements
  - cleaning procedures associated with an extraction process.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM3008 Operate an aseptic fill and seal process

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, monitor, adjust and shut down an aseptic fill and seal process within a graded cleanroom environment in a pharmaceutical manufacturing facility.

The unit applies to individuals who apply Good Manufacturing Practice (GMP) requirements and operation principles to the aseptic fill and seal process. Individuals work under broad direction and take responsibility for their own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Set up filling and sealing process	1.1 Identify production requirements from workplace documentation 1.2 Confirm materials, packaging components and consumables are available to meet batch and production requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm required facilities and equipment are available 1.4 Source and fit cleanroom garments and personal protective equipment according to gowning Standard Operating Procedures (SOP) 1.5 Maintain sterile quality of the gown according to workplace gowning SOP 1.6 Fit and adjust machine components and attachments according to production requirements and equipment operation and maintenance manual 1.7 Enter processing and operating parameters according to safety and production requirements 1.8 Check and adjust equipment performance according to equipment operating procedures 1.9 Conduct pre-start checks according to workplace procedures
2. Operate and monitor a filling and sealing process	2.1 Start up and monitor aseptic fill and seal process to confirm products are within required limits 2.2 Monitor packaging quality and seal integrity to confirm that specifications are met 2.3 Identify and report out of limit products or processes according to workplace procedures 2.4 Maintain work area according to workplace cleaning standards 2.5 Maintain consistent aseptic techniques 2.6 Conduct process and sampling according to safety requirements and environmental monitoring procedures 2.7 Contain, remove and report spillages according to procedures 2.8 Complete documentation according to workplace requirements
3. Shut down filling and sealing process	3.1 Confirm the workplace procedures for shutting down the process 3.2 Complete end-of-batch procedures according to batch instructions 3.3 Safely shut down the process 3.4 Clean sealing equipment according to workplace procedures 3.5 De-gown according to workplace gowning SOP 3.6 Complete records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify relevant information from workplace documentation, SOP and batch instructions and interpret requirements for the aseptic fill and seal process
Writing	• Complete workplace documentation using appropriate language and in required format
Numeracy	• Confirm process specifications for flow rates, temperature, fill levels, weights and volumes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM3008 Operate an aseptic fill and seal process Release 2	FBPPHM3008 Operate an aseptic fill and seal process Release 1	Foundation skills table updated Range of conditions deleted to remove duplication Minor changes to assessment requirements and assessment conditions for clarity	Equivalent

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM3008 Operate an aseptic fill and seal process

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated at least one aseptic fill and seal process, including:

- accessed workplace information to confirm production requirements for the aseptic fill and seal process
- confirmed supply of necessary materials, packaging components and consumables for the aseptic fill and seal process
- prepared for and completed sterile gowning via operator gowning validation
- selected, fitted and used cleanroom garments and personal protective equipment including gowning and de-gowning
- maintained the sterile quality of the gown after performance of gowning procedures and aseptic process by microbiological surface sampling of several locations on gown
- followed required work area entry and exit procedures and moved around the work area in a manner that does not generate additional contaminants
- conducted pre-start checks required for the safe operation of the aseptic fill and seal process, including:
  - carrying out required area or line clearances
  - inspecting equipment condition to identify signs of wear
  - confirming all safety equipment including environmental monitoring equipment is in place and operational
  - confirming that equipment is clean or sanitised and aseptic components installed
  - confirming that equipment is correctly configured for processing requirements
- started, operated, monitored and adjusted aseptic fill and seal process equipment to achieve required outcomes, including:
  - supply and flow of materials to and from process

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  - flow rates
  - weights and volumes
  - fill levels
  - temperature, including materials and sealing temperatures
  - supply of packaging components and consumables
  - container closure integrity
- conducted in-process control checks to confirm the process remains within limits
- conducted an environmental operating procedure, including taking samples of air and surfaces using air sampling and settle plates and contact plates
- inspected units for defects
- taken corrective action in response to a non-conformance
- maintained consistent aseptic techniques
- followed end-of-batch procedures, including:
  - line clearance and cleaning
  - yield calculation
  - materials reconciliation
  - product labelling
- safely shut down the process according to workplace procedures
- cleaned and maintained work area to meet workplace cleaning standards and environmental requirements
- completed records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- stages of the aseptic fill and seal process, including:
  - the purpose, methods and outcomes of each stage
  - control points
- how the flow of an aseptic fill and seal process affects outputs on downstream processes
- quality characteristics to be achieved by the aseptic fill and seal process, including:
  - quality requirements of packaging components and consumables
  - sterilisation requirements and procedures
  - fill volume by levels and weights
  - requirements of seal formation and integrity
  - importance of maintaining sterile product
  - integrity testing procedures
- principles of filling and sealing, including properties of packaging materials used
- depyrogenation and presterilisation components
- aseptic container preparation, handling and loading

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- functions and limitations of cleanroom garments and personal protective clothing and equipment
- gowning and de-gowning techniques
- cleanroom behaviour and hygiene
- aseptic techniques
- microbiology applicable to aseptic fill and seal process
- basic operating principles, requirements and parameters of aseptic filling and sealing equipment, including:
  - main equipment components, operating capacities and applications
  - typical faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
  - status and purpose of guards
  - the purpose and location of sensors and related feedback instrumentation
  - corrective actions taken where operation is outside specified operating parameters
- operating principles of process control, including the relationship between control panels, systems and physical equipment
- pre-start checks requirements, including:
  - carrying out required area or line clearances
  - inspecting equipment condition to identify signs of wear
  - confirming all safety equipment is in place and operational
  - confirming that equipment is clean or sanitised
  - confirming that equipment is correctly configured for processing requirements
- methods used to monitor an aseptic fill and seal process, including:
  - inspecting
  - measuring
  - testing
  - product, packaging and process changeover procedures and responsibilities
- common causes of out-of-specification product or process and corrective actions required, including the effect of variations in both product and packaging components or consumables on filling and sealing performance
- end-of-batch procedures, including:
  - calculating yield
  - materials reconciliation
  - product labelling
  - actions required if yield or reconciliation is not within prescribed limits
- requirements of different shutdowns, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- line clearance procedures, including cleaning and sanitation procedures
- isolation, lock out and tag out procedures and responsibilities

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- Good Manufacturing Practice (GMP) requirements associated with aseptic fill and seal process and related control measures
- environmental issues and controls relevant to the aseptic fill and seal process, including waste collection and handling procedures
- requirements for completion of workplace documentation.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a pharmaceutical workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - cleanroom garments and personal protective equipment
  - aseptic fill and seal process equipment
  - materials, packaging components and consumables for an aseptic fill and seal process
  - microbiological surface sampling tools (touch plates)
  - microbiological growth medium for process simulation (media fill)
  - environmental monitoring equipment
  - cleaning materials and equipment associated with aseptic fill and seal process
  - record keeping system
- specifications:
  - product and intermediate product specifications, control points and processing parameters
  - specifications, control points and processing parameters
  - workplace documentation relating to aseptic fill and seal process and procedures that comply with GMP requirements information on equipment capacity and operating parameters
  - microbiological surface sampling limits for gown locations
  - cleaning and environmental monitoring procedures associated with aseptic fill and seal process.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM3009 Operate an aseptic form, fill and seal process

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down an aseptic form, fill and seal process within a graded cleanroom environment in a pharmaceutical manufacturing facility.

The unit applies to individuals who use Good Manufacturing Practice (GMP) requirements and operation principles in the aseptic form, fill and seal process. Individuals work under broad direction and take responsibility for their own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Set up form, fill and seal process	1.1 Identify production requirements from workplace documentation 1.2 Confirm materials, packaging components and consumables are available to meet batch and production requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm required facilities and equipment are available 1.4 Source and fit cleanroom garments and personal protective equipment according to workplace gowning Standard Operating Procedures (SOP) 1.5 Maintain contamination free gloves and gown according to workplace gowning SOP 1.6 Fit and adjust machine components and attachments according to production requirements and equipment operation and maintenance manual 1.7 Enter processing and operating parameters according to safety and production requirements 1.8 Check and adjust equipment performance according to equipment operating procedures 1.9 Conduct pre-start checks according to workplace procedures
2. Operate and monitor a form, fill and seal process	2.1 Start up and monitor aseptic form, fill and seal process to confirm products are within required limits 2.2 Monitor packaging quality and seal integrity to confirm that specifications are met 2.3 Identify and report out of limit products or processes according to workplace procedures 2.4 Maintain work area according to workplace cleaning standards 2.5 Maintain consistent aseptic techniques 2.6 Conduct process and sampling according to safety requirements and environmental monitoring procedures 2.7 Contain, remove and report spillages according to SOP 2.8 Complete documentation according to workplace requirements
3. Shut down a form, fill and seal process	3.1 Confirm the workplace procedures for shutting down the process 3.2 Complete end-of-batch procedures according to batch instructions 3.3 Safely shut down the process 3.4 Clean sealing equipment according to workplace procedures 3.5 De-gown according to workplace gowning SOP 3.6 Complete records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify relevant information from workplace documentation, SOP and batch instructions and interpret requirements for the aseptic form, fill and seal process
Writing	• Complete workplace documentation using appropriate language and in required format
Numeracy	• Confirm process specifications for flow rates, temperature, fill levels, weights, volumes, pressure and wall thickness

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM3009 Operate an aseptic form, fill and seal process Release 2	FBPPHM3009 Operate an aseptic form, fill and seal process Release 1	Foundation skills table updated Range of conditions deleted to remove duplication Minor changes to assessment conditions for clarity	Equivalent

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM3009 Operate an aseptic form, fill and seal process

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated at least one aseptic form, fill and seal process, including:

- accessed workplace information to confirm production requirements for the aseptic form, fill and seal process
- confirmed supply of necessary materials, packaging components and consumables for the aseptic form, fill and seal process
- selected, fitted and used cleanroom garments and personal protective equipment including gowning and de-gowning
- maintained the sterile quality of the gown after performance of gowning procedures and aseptic process by microbiological surface sampling of several locations on gown
- followed required work area entry and exit procedures and moved around the work area in a manner that does not generate additional contaminants
- conducted pre-start checks required for the safe operation of the aseptic form, fill and seal process, including:
  - carried out required area or line clearances
  - inspected equipment condition to identify signs of wear
  - checked all safety equipment in place and operational
  - confirmed equipment clean or sanitised
  - confirmed equipment correctly configured for processing requirements
- started, operated, monitored and adjusted aseptic form, fill and seal process equipment to achieve required outcomes, including:
  - container formation and appearance
  - supply and flow of materials to and from process and pressure

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  - flow rates
  - weights and volumes
  - fill levels
  - temperature, including materials and sealing temperatures
  - supply of packaging components and consumables
  - container closure integrity
- conducted in-process control checks to confirm the process remains within limits
- inspected units for defects
- taken corrective action in response to a non conformance
- maintained consistent aseptic techniques
- followed end-of-batch procedures, including:
  - line clearance and cleaning
  - loss of sterility
  - filler integrity testing
  - yield calculation
  - materials reconciliation
  - environmental monitoring
  - product labelling
  - actions required if yield or reconciliation is not within prescribed limits
- safely shut down the process according to workplace procedures
- cleaned and maintained work area to meet workplace cleaning standards and environmental requirements
- completed records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- stages of the aseptic form, fill and seal process, including:
  - the purpose, methods and outcomes of each stage
  - control points
  - principles of filling and sealing, including properties of packaging materials used
  - the form process
  - principles of heat sterilisation
  - the effect of heat sterilisation on microbiological characteristics of product and packaging materials, and a filling process
  - flow of an aseptic form, fill and seal process and the effect of outputs on downstream processes
- quality characteristics to be achieved by the aseptic form, fill and seal process, including:
  - quality requirements of packaging components and consumables
  - sterilisation requirements and procedures

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  - fill volume by levels and weights
  - internal and external leakers
  - appearance, including; legibility of embossing, burnt polymer and streaking
  - requirements of seal formation and integrity
  - importance of maintaining sterile product
  - integrity testing procedures
- aseptic container preparation and forming, filling and sealing requirements
- basic operating principles, requirements and parameters of aseptic form, filling and sealing equipment, including:
  - main components, operating capacities and applications
  - typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
  - status and purpose of guards
  - the purpose and location of sensors and related feedback instrumentation
  - corrective actions taken where operation is outside specified operating parameters
- common causes of out-of-specification product or process and corrective actions required, including the effect of variations in both product and packaging components or consumables on form, filling and sealing performance
- functions and limitations of cleanroom garments and personal protective clothing and equipment, including:
  - sterile gowns
  - surgical or elastic gloves
  - face masks
  - hair nets or sterile hoods
  - beard/moustache covers
  - protective goggles or glasses
  - sterile disposable overshoes, cleanroom boots and shoe covers
- gowning and de-gowning techniques
- cleanroom behaviour and hygiene
- aseptic technique
- microbiology applicable to aseptic form, fill and seal process
- pre-start checks requirements, including:
  - carrying out required area or line clearances
  - inspecting equipment condition to identify signs of wear
  - confirming all safety equipment are in place and operational
  - confirming that equipment is clean or sanitised
  - confirming that equipment is correctly configured for processing requirements
- methods used to monitor an aseptic form, fill and seal process, including:
  - inspecting
  - measuring
  - testing

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- product, packaging and process changeover procedures and responsibilities
- end-of-batch procedures, including:
  - line clearance and cleaning
  - loss of sterility
  - filler integrity testing
  - calculating yield
  - materials reconciliation
  - environmental monitoring
  - product labelling
  - actions required if yield or reconciliation is not within prescribed limits
- requirements of different shutdowns, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- line clearance procedures, including cleaning and sanitation procedures
- isolation, lock out and tag out procedures and responsibilities
- operating principles of process control, including the relationship between control panels, systems and physical equipment
- Good Manufacturing Practice (GMP) requirements associated with aseptic form, fill and seal process and related control measures
- environmental issues and controls relevant to the aseptic form, fill and seal process, including;
  - particle count specification
  - waste collection and handling procedures
- requirements for completion of workplace documentation.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a pharmaceutical workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - cleanroom garments and personal protective equipment
  - aseptic form, fill and seal process equipment
  - materials, packaging components and consumables for an aseptic form, fill and seal process
  - microbiological surface sampling tools (touch plates)
  - microbiological growth medium for process simulation (media fill)
  - environmental monitoring equipment
  - cleaning materials and equipment associated with aseptic form, fill and seal process

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- record keeping system
- specifications:
  - product and intermediate product specifications, control points and processing parameters
  - specifications, control points and processing parameters
  - workplace documentation relating to aseptic fill and seal process and procedures that comply with GMP requirements information on equipment capacity and operating parameters
  - microbiological surface sampling limits for gown locations
  - cleaning and environmental monitoring procedures associated with aseptic form, fill and seal process.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM3010 Operate a compressing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a tablet compressing process in a pharmaceutical manufacturing facility.

The unit applies to individuals who apply Good Manufacturing Practice (GMP) and operating principles to the compressing process. Individuals work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the compressing process for operation	1.1 Confirm materials and equipment are available and meet production requirements 1.2 Select and fit personal protective equipment and contamination prevention clothing according to workplace procedures 1.3 Fit and adjust machine components and attachments according to production requirements and equipment operation

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and maintenance manual 1.4 Enter processing and operating parameters according to safety and production requirements 1.5 Conduct pre-start checks according to workplace requirements
2. Operate and monitor the compressing process	2.1 Start up and monitor compressing process to confirm specifications are within required limits 2.2 Identify and report out of limit tablet products or processes according to workplace procedures 2.3 Maintain work area according to workplace cleaning standards 2.4 Conduct process according to safety and environmental requirements 2.5 Contain, remove and report spillages according to workplace procedures 2.6 Complete documentation according to workplace requirements
3. Shut down the compressing process	3.1 Confirm the workplace procedures for shutting down the process 3.2 Complete end-of-batch procedures according to batch instructions and workplace procedures 3.3 Safely shut down the process 3.4 Complete records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify relevant information from workplace documentation and interpret requirements for the compressing process

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Skill	Description
Writing	• Complete workplace documentation using appropriate language and in required format
Numeracy	• Interpret production requirements for type and number of tablets to be compressed
Navigate the world of work	• Identify workplace procedures relevant to own role
Interact with others	• Report operational and safety information to relevant personnel using required communication method
Get the work done	• Plan, organise and implement tasks required to achieve production outcomes • Use problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Pre-start must include:	• carrying out required area or line clearances • inspecting equipment condition to identify signs of wear • confirming all safety equipment is in place and operational • confirming that equipment is clean or sanitised • confirming that equipment is correctly configured for processing requirements.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM3010 Operate a compressing process	FDFPH2008A Operate a compressing process	Updated to meet Standards for Training Packages Changes to performance criteria for clarity Code changed to reflect	Equivalent unit

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		AQF alignment	

Links

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Assessment Requirements for FBPPHM3010 Operate a compressing process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all the elements and performance criteria of this unit.

There must be evidence that the individual has safely operated at least one tablet compressing process, including:

- selected, fitted and used personal protective equipment and contamination prevention clothing
- conducted pre-start checks required for the safe operation of the compressing process, including:
  - carrying out required area or line clearances
  - inspecting equipment condition to identify signs of wear
  - confirming all safety equipment is in place and operational
  - confirming that equipment is clean or sanitised
  - confirming that equipment is correctly configured for processing requirements
- started, operated, monitored and adjusted a tablet compressing process to achieve required outcomes
- conducted in-process control checks to confirm the process remains within limits
- sampled and inspected tablets for defects
- taken corrective action in response to a non-conformance
- followed end-of-batch procedures, including:
  - line clearance and cleaning
  - product labelling
- safely shut down the process according to workplace procedures
- cleaned and maintained work area to meet workplace cleaning standards and environmental requirements
- completed records according to workplace procedures.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- stages of the tablet compressing process, including:
  - the purpose, methods and outcomes of each stage
  - stages and changes that occur during compression of tablets
  - the purpose and characteristics of ingredients and raw materials used in tablet production
  - types of raw materials used in the compressing process, and related handling and segregation requirements, including handling of hazardous goods
- basic operating principles, requirements and parameters of compressing equipment, including:
  - main equipment components, operating capacities and applications
  - typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
  - status and purpose of guards
  - the purpose and location of sensors and related feedback instrumentation
  - flow of the compressing process and the effect of outputs on downstream pharmaceutical processes
  - corrective actions required where operation is outside specified operating parameters
- operating principles of process control, including the relationship between control panels and systems and physical equipment
- functions and limitations of personal protective clothing and equipment, including:
  - protective gowns, scrubs, smocks, statcoats or disposable coveralls
  - surgical masks
  - surgical gloves
  - disposable overshoes
  - hair nets
- pre-start checks requirements, including:
  - carrying out required area or line clearances
  - inspecting equipment condition to identify signs of wear
  - confirming all safety equipment is in place and operational
  - confirming that equipment is clean or sanitised
  - confirming that equipment is correctly configured for processing requirements
- methods used to monitor compressing process, including inspecting measuring and testing
- product and process changeover procedures and responsibilities
- end-of-batch procedures, including:
  - calculating yield
  - materials reconciliation
- product labelling responsibilities and procedures
- requirements of different shutdowns, including:

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  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- line clearance procedures, including cleaning and sanitation procedures
- isolation, lock out and tag out procedures and responsibilities
- Good Manufacturing Practice (GMP) requirements associated with the compressing process and related control measures
- environmental issues and controls relevant to the compressing process, including waste collection and handling procedures
- requirements for completion of workplace documentation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment and contamination prevention clothing compressing process equipment
  - sampling and testing equipment
  - materials required for the compressing process
  - cleaning materials and equipment associated with compressing process
  - record keeping system
- specifications:
  - batch instructions including product specifications, control points and processing parameters
  - recording requirements and procedures
  - workplace documentation relating to a tablet compressing process and procedures that comply with GMP requirements
  - information on equipment capacity and operating parameters
  - sampling schedules and test procedures
  - cleaning procedures associated with compressing process.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM3011 Dispense pharmaceutical raw materials

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to weigh, measure and label non-bulk ingredients to meet batch requirements in a pharmaceutical manufacturing facility.

The unit applies to individuals who apply Good Manufacturing Practice (GMP) and operating principles to the dispensing of raw materials. Individuals work under broad direction and take responsibility for their own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to dispense raw materials	1.1 Confirm material status, type, quality clearance and quantities 1.2 Identify, rectify and report contamination or non-compliance issues according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm availability of measuring and weighing equipment to meet dispensing requirements 1.4 Select and fit personal protective equipment and contamination prevention clothing according to workplace procedures 1.5 Supply containers, bags and labels according to batch and production requirements 1.6 Conduct pre-start checks according to workplace requirements
2. Measure and weigh raw materials	2.1 Weigh and measure non-bulk ingredients and additives according to batch and production requirements 2.2 Monitor accuracy of measuring and dispensing equipment 2.3 Identify and report out of limit equipment operation according to workplace procedures 2.4 Label dispensed ingredients according to batch and production requirements 2.5 Maintain work area according to workplace cleaning standards 2.6 Conduct process according to workplace safety and environmental requirements
3. Shut down the dispensing process	3.1 Confirm the workplace procedures for shutting down the process 3.2 Safely shut down the process 3.3 Clean dispensing equipment according to workplace procedures 3.4 Report unacceptable equipment and utensil condition 3.5 Reconcile dispensed materials 3.6 Complete records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace procedures for dispensing pharmaceutical raw materials

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Skill	Description
	• Check and interpret raw material labels, codes and quantity
Writing	• Complete workplace documentation using appropriate language and in required format
Numeracy	• Extract and interpret mathematical information embedded in job specifications and stock control data to meet production requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM3011 Dispense pharmaceutical raw materials Release 2	FBPPHM3011 Dispense pharmaceutical raw materials Release 1	Foundation skills table updated Range of conditions deleted to remove duplication Minor changes to assessment conditions for clarity	Equivalent

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM3011 Dispense pharmaceutical raw materials

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all the elements and performance criteria of this unit.

There must be evidence that the individual has safely dispensed pharmaceutical raw materials at least once, including:

- accessed workplace information to confirm dispensing requirements
- checked supply of necessary raw materials, including:
  - raw material labels and codes for status and type
  - quantities
  - quality clearances
- selected, fitted and used personal protective equipment and contamination prevention clothing
- conducted pre-start checks on dispensing equipment, including:
  - condition and cleanliness of equipment and shared or dedicated utensils
  - confirmed equipment correctly configured for dispensing requirements
- measured materials and additives within a specified accuracy range to meet batch requirements
- calculated assay or potency adjustment
- verified accuracy of raw materials dispensed with raw materials records
- taken corrective action in response to a non-conformance
- applied segregation and cross contamination prevention procedures
- paced dispensing to meet production requirements
- packed and labelled dispensed materials, according to batch requirements and labelling procedures
- reconciled and recorded materials dispensed against materials released and returned unused materials to storage

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- stacked dispensed materials for transfer to designated location, ensuring required material segregation
- handled containers and maintained integrity of materials according to workplace procedures
- safely cleared the process area according to workplace procedures
- cleaned and maintained dispensing equipment, utensils and work area to meet workplace cleaning standards and environmental requirements
- completed records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- stages of the dispensing process, including:
  - purpose, methods and outcomes of each stage
  - control points
  - types of raw materials and related handling requirements including handling of hazardous goods
- basic operating principles, requirements and parameters of dispensing equipment, including:
  - measuring, and accuracy capacity of instrumentation and related equipment
  - typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
  - corrective actions required where operation is outside specified operating parameters
- functions and limitations of personal protective equipment and contamination prevention clothing
- pre-start checks requirements, including:
  - condition and cleanliness of equipment and shared or dedicated utensils
  - confirming that equipment is correctly configured for dispensing requirements
- operational considerations that impact on the quality of the dispensing process, including:
  - product accuracy
  - equipment tolerances
  - consequences of errors and variations
- workplace procedures for:
  - calculating assay and adjusting potency
  - reconciliation of raw materials, including Schedule 8 materials
  - requisitioning, receiving and returning ingredients from stores
- Good Manufacturing Practice (GMP) requirements associated with dispensing pharmaceutical raw materials
- environmental issues and controls relevant to the dispensing process, including waste and rework collection, and handling procedures

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- workplace systems for recording information about dispensed pharmaceutical materials, including coding and labelling systems
- requirements for completion of workplace documentation.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment and contamination prevention clothing
  - dispensing process equipment and utensils
  - materials required for the dispensing process
  - containers or bags, labelling and storage facilities
  - test equipment
  - cleaning materials and equipment associated with dispensing pharmaceutical raw materials
  - record keeping system
- specifications:
  - product and intermediate product specifications, control points and processing parameters
  - specifications, control points and processing parameters
  - recording requirements and procedures
  - workplace documentation relating to the dispensing process and procedures that comply with GMP requirements
  - sampling schedules and test procedures
  - cleaning procedures associated with dispensing pharmaceutical raw materials.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM3012 Operate an encapsulation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down an encapsulation process in a pharmaceutical manufacturing facility.

The unit applies to individuals who apply Good Manufacturing Practice (GMP) and operating principles to the encapsulation process. Individuals work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare encapsulation process for operation	1.1 Confirm materials and equipment are available to meet production requirements 1.2 Confirm cleaning and maintenance requirements and status 1.3 Select and fit personal protective equipment and contamination prevention clothing according to workplace procedures 1.4 Fit and adjust machine components and related attachments

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to production requirements and equipment operation and maintenance manual 1.5 Enter processing and operating parameters according to safety and production requirements 1.6 Check and adjust equipment performance, according to equipment operating procedures 1.7 Conduct pre-start checks according to workplace procedures
2. Operate and monitor encapsulation process	2.1 Start up and monitor encapsulation process to confirm specifications are within required limits 2.2 Identify and report out of limit capsule products or processes according to workplace procedures 2.3 Maintain work area according to workplace cleaning standards 2.4 Conduct process according to safety and environmental requirements 2.5 Contain, remove and report spillages according to workplace procedures 2.6 Complete documentation according to workplace procedures
3. Shut down encapsulation process	3.1 Confirm the workplace procedures for shutting down the process 3.2 Complete end-of-batch procedures according to batch instructions and workplace procedures 3.3 Safely shut down the process 3.4 Complete records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify relevant information from workplace documentation and interpret requirements for the encapsulation process

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Skill	Description
Writing	• Complete workplace documentation using appropriate language and in required format
Numeracy	• Interpret specifications for flow rates and product quantity
Navigate the world of work	• Identify workplace procedures relevant to own role
Interact with others	• Report operational and safety information to relevant personnel using required communication method
Get the work done	• Plan, organise and implement tasks required to achieve production outcomes • Use problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Pre-start checks must include:	• carrying out required area or line clearances • inspecting equipment condition to identify signs of wear • confirming all safety equipment are in place and operational • confirming that equipment is clean or sanitised • confirming that equipment is correctly configured for processing requirements.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM3012 Operate an encapsulation process	FDFPH2010A Operate an encapsulation process	Updated to meet Standards for Training Packages Changes to performance criteria for clarity Code changed to reflect	Equivalent unit

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		AQF alignment	

Links

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Assessment Requirements for FBPPHM3012 Operate an encapsulation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all the elements and performance criteria of this unit.

There must be evidence that the individual has safely operated at least one encapsulation process, including:

- accessed workplace information to confirm production requirements for the encapsulation process
- confirmed supply of necessary materials and services for the encapsulation process, including checking raw materials meet batch requirements
- selected, fitted and used personal protective equipment and contamination prevention clothing
- conducted pre-start checks required for the safe operation of the encapsulation process, including:
  - carrying out required area or line clearances
  - inspecting equipment condition to identify signs of wear
  - confirming all safety equipment are in place and operational
  - confirming that equipment is clean or sanitised
  - confirming that equipment is correctly configured for processing requirements
- started, operated, monitored and adjusted an encapsulation process to achieve required outcomes
- conducted in-process control checks to confirm the process remains within limits
- sampled and inspected capsules for conformance to specifications, including appearance and weight
- taken corrective action in response to a non-conformance
- followed end-of-batch procedures, including:
  - line clearance and cleaning
  - yield calculation
  - materials reconciliation
  - product labelling

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- safely shut down the process according to workplace procedures
- cleaned and maintained work area to meet workplace cleaning standards and environmental requirements
- completed records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- stages of the encapsulation process, including:
  - the purpose, methods and outcomes of each stage
  - control points
  - quality characteristics to be met by the encapsulation process
  - stages and changes which occur during encapsulation
  - types of raw materials used in the encapsulation process and related handling and segregation requirements, including handling hazardous goods
- basic operating principles, requirements and parameters of encapsulating equipment, including:
  - main equipment components, operating capacities and applications
  - typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
  - status and purpose of guards
  - the purpose and location of sensors and related feedback instrumentation
  - flow of the encapsulation process and the effect of outputs on downstream pharmaceutical processes
  - corrective actions required where operation is outside specified operating parameters
- functions and limitations of personal protective equipment and contamination prevention clothing
- pre-start checks requirements, including:
  - carrying out required area or line clearances
  - inspecting equipment condition to identify signs of wear
  - confirming all safety equipment are in place and operational
  - confirming that equipment is clean or sanitised
  - confirming that equipment is correctly configured for processing requirements
- methods used to monitor the encapsulation process, including:
  - inspecting
  - measuring
  - testing
- product and process changeover procedures and responsibilities
- end-of-batch procedures, including:
  - calculating yield

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    - materials reconciliation
- product labelling responsibilities and procedures
- requirements of different shutdowns, including:
    - emergency and routine shutdowns
    - procedures to follow in the event of a power outage
- line clearance procedures, including cleaning and sanitation procedures
- isolation, lock out and tag out procedures and responsibilities
- operating principles of process control, including the relationship between control panels and systems and physical equipment
- Good Manufacturing Practice (GMP) requirements associated with an encapsulation process and related control measures
- environmental issues and controls relevant to the encapsulation process, including waste collection and handling procedures
- requirements for completion of workplace documentation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment and contamination prevention clothing
    - encapsulation process equipment
    - materials required for the encapsulation process
    - test equipment
    - cleaning materials and equipment associated with encapsulation process
    - record keeping system
- specifications:
    - batch instructions including product specifications, control points and processing parameters
    - recording requirements and procedures
    - workplace documentation relating to encapsulation process and procedures that comply with GMP requirements
    - sampling schedules and test procedures
    - cleaning procedures associated with encapsulation process.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPPHM3013 Operate a granulation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a granulation process in a pharmaceutical manufacturing facility.

The unit applies to individuals who apply Good Manufacturing Practice (GMP) and operating principles to the granulation process. Individuals work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare granulation process for operation	1.1 Confirm materials and equipment are available and meet production requirements 1.2 Select and fit personal protective equipment and contamination prevention clothing according to workplace procedures 1.3 Fit and adjust machine components and attachments according to production requirements and equipment operation and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	maintenance manual 1.4 Enter processing and operating parameters according to safety and production requirements 1.5 Conduct pre-start checks according to workplace requirements
2. Operate and monitor granulation process	2.1 Start up and monitor granulation process to confirm specifications are within required limits 2.2 Identify and report out of limit granulated products or processes according to workplace procedures 2.3 Maintain work area according to workplace cleaning standards 2.4 Conduct process according to safety and environmental requirements 2.5 Contain, remove and report spillages according to workplace procedures 2.6 Complete documentation according to workplace procedures
3. Shut down the granulation process	3.1 Confirm the workplace procedures for shutting down the process 3.2 Complete end-of-batch procedures according to batch instructions and workplace procedures 3.3 Safely shut down the process 3.4 Complete records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify relevant information from workplace documentation and interpret requirements for the granulation process
Writing	• Complete workplace documentation using appropriate language and in required format
Numeracy	• Interpret specifications for flow rates and product quantity

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Skill	Description
Navigate the world of work	• Identify workplace procedures relevant to own role
Interact with others	• Report operational and safety information to relevant personnel using required communication method
Get the work done	• Plan, organise and implement tasks required to achieve production outcomes • Use problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Pre-start checks must include:	• carrying out required area or line clearances • inspecting equipment condition to identify signs of wear • confirming all safety equipment are in place and operational • confirming that equipment is clean or sanitised • confirming that equipment is correctly configured for processing requirements.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM3013 Operate a granulation process	FDFPH2011A Operate a granulation process	Updated to meet Standards for Training Packages Changes to performance criteria for clarity Code changed to reflect AQF alignment	Equivalent unit

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Links

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Assessment Requirements for FBPPHM3013 Operate a granulation process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all the elements and performance criteria of this unit.

There must be evidence that the individual has safely operated at least one granulation process, including:

- accessed workplace information to confirm production requirements for the granulation process
- confirmed supply of necessary materials and services, including checking raw materials meet batch requirements
- selected, fitted and used personal protective equipment and contamination prevention clothing
- conducted pre-start checks required for the safe operation of the granulation process:
  - carrying out required area or line clearances
  - inspecting equipment condition to identify signs of wear
  - confirming all safety equipment are in place and operational
  - confirming that equipment is clean or sanitised
  - confirming that equipment is correctly configured for processing requirements
- started, operated, monitored and adjusted a granulation process to achieve required outcomes, including:
  - interpreting and implementing batch instructions
  - supply and flow of materials to and from the granulation process
- conducted in-process control checks to confirm the process remains within limits
- sampled and inspected product for conformance to specifications, including granule size
- taken corrective action in response to a non-conformance
- followed end-of-batch procedures, including:
  - line clearance and cleaning

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  - yield calculation
  - materials reconciliation
  - product labelling
- safely shut down the process according to workplace procedures
- cleaned and maintained work area to meet workplace cleaning standards and environmental requirements
- completed records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- stages of the granulation process, including:
  - the purpose, methods and outcomes of each stage
  - control points
  - quality characteristics to be met by the granulation process
  - stages and changes which occur during granulation
  - types of raw materials used in the granulation process and related handling and segregation requirements, including handling hazardous goods
  - flow of the granulation process and the effect of outputs on downstream pharmaceutical processes
- basic operating principles of equipment, requirements and parameters of granulation equipment, including:
  - main equipment components, operating capacities and applications
  - typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
  - status and purpose of guards
  - the purpose and location of sensors and related feedback instrumentation
  - corrective actions required where operation is outside specified parameters
- functions and limitations of personal protective clothing and contamination prevention clothing
- pre-start checks requirements, including:
  - carrying out required area or line clearances
  - inspecting equipment condition to identify signs of wear
  - confirming all safety equipment are in place and operational
  - confirming that equipment is clean or sanitised
  - confirming that equipment is correctly configured for processing requirements
- methods used to monitor granulation process, including:
  - inspecting
  - measuring
  - testing

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- product and process changeover procedures and responsibilities
- end-of-batch procedures, including:
  - calculating yield
  - materials reconciliation
- product labelling responsibilities and procedures
- requirements of different shutdowns, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- line clearance procedures, including cleaning and sanitation procedures
- isolation, lock out and tag out procedures and responsibilities
- operating principles of process control, including the relationship between control panels and systems and physical equipment
- Good Manufacturing Practice (GMP) requirements associated with a granulation process and related control measures
- environmental issues and controls relevant to the granulation process, including waste collection and handling procedures
- requirements for completion of workplace documentation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment and contamination prevention clothing
  - granulation process equipment
  - materials required for the granulation process
  - test equipment
  - cleaning materials and equipment associated with granulation process
  - record keeping system
- specifications:
  - batch instructions including product specifications, control points and processing parameters
  - recording requirements and procedures
  - workplace documentation relating to granulation process and procedures that comply with GMP requirements
  - sampling schedules and test procedures
  - cleaning procedures associated with granulation process.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPPHM3014 Operate a liquid manufacturing process

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a liquid manufacturing process in a pharmaceutical manufacturing facility.

The unit applies to individuals who apply Good Manufacturing Practice (GMP) and operating principles to the liquid manufacturing process. Individuals work under broad direction and take responsibility for their own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the liquid manufacturing process for operation	1.1 Confirm materials and equipment are available and meet production requirements 1.2 Select and fit personal protective equipment and contamination prevention clothing according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Fit and adjust machine components and attachments according to production requirements and equipment operation and maintenance manual 1.4 Enter processing and operating parameters according to safety and production requirements 1.5 Check and adjust equipment performance according to equipment operating procedures 1.6 Conduct pre-start checks according to workplace requirements
2. Operate and monitor the liquid manufacturing process	2.1 Deliver raw materials in required quantities and sequence according to recipe specifications, batch and production requirements 2.2 Start up and monitor liquid manufacturing process to confirm specifications are within required limits 2.3 Identify, rectify and report out-of-specification liquid products or process outcomes to maintain process within specifications 2.4 Conduct in process testing 2.5 Transfer liquid mix according to production requirements 2.6 Maintain work area according to workplace cleaning standards 2.7 Conduct process according to safety and environmental requirements 2.8 Contain, remove and report spillages according to workplace procedures 2.9 Complete documentation according to workplace procedures
3. Shut down the liquid manufacturing process	3.1 Confirm workplace procedures for shutting down the process 3.2 Complete end-of-batch procedures according to batch instructions and workplace procedures 3.3 Safely shut down the process 3.4 Complete records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Identify relevant information from workplace documentation and interpret requirements for the liquid manufacturing process
Writing	• Complete workplace documentation using appropriate language and in required format
Numeracy	• Interpret recipe specifications for loading materials in correct quantities and sequence • Confirm equipment timers, product weights and mixing times

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM3014 Operate a liquid manufacturing process Release 2	FBPPHM3014 Operate a liquid manufacturing process Release 1	Foundation skills table updated Range of conditions deleted to remove duplication Minor changes to assessment requirements for clarity	Equivalent

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM3014 Operate a liquid manufacturing process

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all the elements and performance criteria of this unit.

There must be evidence that the individual has operated at least one liquid manufacturing process, including:

- accessed workplace information to confirm production requirements for the liquid manufacturing process
- confirmed supply of necessary materials and services to the liquid manufacturing process
- selected, fitted and used personal protective equipment and contamination prevention clothing
- conducted pre-start checks required for the safe operation of the liquid manufacturing process, including:
  - carried out required area or line clearances
  - inspected equipment condition to identify signs of wear
  - confirmed all safety equipment in place and operational
  - confirmed equipment was clean or sanitised
  - confirming equipment correctly configured for processing requirements
- started, operated, monitored and adjusted a liquid manufacturing process to achieve required outcomes, including:
  - added and loaded materials in correct quantities and sequences, including monitored automatic ingredient addition and manual addition
  - supplied flow of materials to and from the liquid manufacturing process
  - operated process to meet production requirements
- conducted in-process control checks to confirm process remained within limits
- sampled and tested product for conformance to specifications
- taken corrective action in response to a non-conformance

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- followed end-of-batch procedures, including:
  - line clearance and cleaning
  - yield calculation
  - materials reconciliation
  - product labelling
  - changed status to 'to be cleaned/ non-sterile'
- safely shut down the process according to workplace procedures
- cleaned and maintained work area to meet workplace cleaning standards and environmental requirements
- completed records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- stages of the liquid manufacturing process, including:
  - purpose, methods and outcomes of each stage
  - control points
  - quality characteristics to be met by the liquid manufacturing process
  - stages and changes which occur during liquid manufacturing
  - types of raw materials used in the liquid manufacturing process
  - specific gravity and bulk density properties of ingredients used
  - method and sequence of addition required to achieve required mix characteristics
  - required characteristics of manufactured solutions, suspensions and emulsions
  - flow of liquid manufacturing process and the effect of outputs on downstream pharmaceutical processes
- basic operating principles of equipment, requirements and parameters of liquid manufacturing equipment, including:
  - main equipment components, operating capacities and applications
  - typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
  - status and purpose of guards
  - purpose and location of sensors and related feedback instrumentation
  - calibration schedules for scales and related weighing and measuring equipment
  - corrective actions required where operation falls outside specified parameters
- functions and limitations of personal protective equipment and contamination prevention clothing
- pre-start check requirements, including:
  - carrying out required area or line clearances
  - inspecting equipment condition to identify signs of wear
  - confirming all safety equipment is in place and operational

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  - confirming that equipment is clean or sanitised
  - confirming that equipment is correctly configured for processing requirements
- methods used to monitor a liquid manufacturing process, including:
  - inspecting
  - measuring
  - testing
  - flow rates
  - materials addition sequence
  - times, temperatures and agitator speeds
  - spills and leaks during filling
- product and process changeover procedures and responsibilities
- end-of-batch procedures, including:
  - calculating yield
  - materials reconciliation
  - product labelling
  - change status to dirty/non-sterile
- requirements of different shutdowns, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
  - loss of environmental conditions
- filter system establishment as appropriate to batch requirements
- filter issue trouble shooting
- line clearance procedures, including cleaning and sanitation procedures
- isolation, lock out and tag out procedures and responsibilities
- Good Manufacturing Practice (GMP) requirements associated with a liquid manufacturing process and related control measures
- environmental issues and controls relevant to the liquid manufacturing process, including waste collection and handling procedures
- requirements for completion of workplace documentation.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment and contamination prevention clothing for a liquid manufacturing process
  - materials required for the liquid manufacturing process

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  - test equipment
  - cleaning materials and equipment associated with liquid manufacturing process
  - record keeping system
- specifications:
  - product and intermediate product specifications, control points and processing parameters
  - product specifications, control points and processing parameters
  - workplace documentation relating to liquid manufacturing process and procedures that comply with GMP requirements
  - information on equipment capacity and operating parameters
  - sampling schedules and test procedures
  - cleaning procedures associated with liquid manufacturing process.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM3015 Operate a tablet coating process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a tablet coating process in a pharmaceutical manufacturing facility.

The unit applies to individuals who apply Good Manufacturing Practice (GMP) and operating principles to the tablet coating process. Individuals work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the tablet coating process for operation	1.1 Confirm tablets, coating materials and equipment are available and meet production requirements 1.2 Select and fit personal protective equipment and contamination prevention clothing according to workplace procedures 1.3 Fit and adjust machine components and attachments according to production requirements and equipment operation and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	maintenance manual 1.4 Enter processing and operating parameters according to safety and production requirements 1.5 Conduct pre-start checks according to workplace requirements
2. Operate and monitor the tablet coating process	2.1 Start up and monitor tablet coating process to confirm specifications are within required limits 2.2 Identify and report out of limit coated tablet products or processes according to workplace procedures 2.3 Maintain work area according to workplace cleaning standards 2.4 Conduct process according to safety and environmental requirements 2.5 Contain, remove and report spillages according to workplace procedures 2.6 Complete documentation according to workplace procedures
3. Shut down the tablet coating process	3.1 Confirm the workplace procedures for shutting down the process 3.2 Complete end-of-batch procedures according to batch instructions and workplace procedures 3.3 Safely shut down the process 3.4 Complete records according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify relevant information from workplace documentation and interpret requirements for the tablet coating process
Writing	• Complete workplace documentation using appropriate language and in required format
Numeracy	• Confirm type and number of tablets to be coated meet batch

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Skill	Description
	requirements • Interpret specifications for coating addition rate and drying air temperature and flow
Navigate the world of work	• Identify workplace procedures relevant to own role
Interact with others	• Report operational and safety information to relevant personnel using required communication method
Get the work done	• Plan, organise and implement tasks required to achieve production outcomes • Use problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Pre-start checks must include:	• carrying out required area or line clearances • inspecting equipment condition to identify signs of wear • confirming all safety equipment is in place and operational • confirming that equipment is clean or sanitised • confirming that equipment is correctly configured for processing requirements.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM3015 Operate a tablet coating process	FDFPH2013A Operate a tablet coating process	Updated to meet Standards for Training Packages Changes to performance criteria for clarity Code changed to reflect AQF alignment	Equivalent unit

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Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM3015 Operate a tablet coating process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all the elements and performance criteria of this unit.

There must be evidence that the individual has safely operated at least one tablet coating process, including:

- accessed workplace information to confirm production requirements for the tablet coating process
- confirmed supply of necessary tablets, coating materials and services for the tablet coating process
- selected, fitted and correctly used personal protective equipment and contamination prevention clothing
- conducted pre-start checks required for the safe operation of the tablet coating process equipment, including:
  - carrying out required area or line clearances
  - inspecting equipment condition to identify signs of wear
  - confirming all safety equipment is in place and operational
  - confirming that equipment is clean or sanitised
  - confirming that equipment is correctly configured for processing requirements
- started, operated, monitored and adjusted the tablet coating process to achieve required outcomes
- conducted in-process control checks to confirm the process remains within limits
- sampled and inspected tablets for conformance to specifications
- taken corrective action in response to a non-conformance
- followed end-of-batch procedures, including:
  - line clearance and cleaning
  - yield calculation
  - materials reconciliation

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    - product labelling
- safely shut down the process according to workplace procedures
- cleaned and maintained work area to meet workplace cleaning standards and environmental requirements
- completed records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- stages of the tablet coating process, including:
    - the purpose, methods and outcomes of each stage
    - control points
    - quality characteristics to be met by the tablet coating process
    - stages and changes which occur during tablet coating
    - effects of tablet coating process on the end product
    - types of materials used in preparation of coatings and related handling and segregation requirements
    - flow of the tablet coating process and the effect of outputs on downstream pharmaceutical processes
- basic operating principles of equipment, requirements and parameters of tablet coating equipment, including:
    - main equipment components, operating capacities and applications
    - typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
    - status and purpose of guards
    - the purpose and location of sensors and related feedback instrumentation
    - corrective actions required where operation is outside of specified parameters
- functions and the limitations of personal protective equipment and contamination prevention clothing
- pre-start checks requirements, including:
    - carrying out required area or line clearances
    - inspecting equipment condition to identify signs of wear
    - confirming all safety equipment is in place and operational
    - confirming that equipment is clean or sanitised
    - confirming that equipment is correctly configured for processing requirements
- methods used to monitor the tablet coating process, including:
    - inspecting
    - measuring
    - testing
- product and process changeover procedures and responsibilities

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- end-of-batch procedures, including:
  - calculating yield
  - material reconciliation
- product labelling responsibilities and procedures
- requirements of different shutdowns, including:
  - emergency and routine shutdowns
  - procedures to follow in the event of a power outage
- line clearance procedures, including cleaning and sanitation procedures
- isolation, lock out and tag out procedures and responsibilities
- operating principles of process control, including the relationship between control panels and systems and the physical equipment
- Good Manufacturing Practice (GMP) requirements associated with a tablet coating process and related control measures
- environmental issues and controls relevant to the tablet coating process, including waste collection and handling procedures
- requirements for completion of workplace documentation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment and contamination prevention clothing
  - tablet coating process equipment
  - materials required for the tablet coating process, including tablets, coating materials and labels
  - test equipment
  - cleaning materials and equipment associated with tablet coating process
  - record keeping system
- specifications:
  - batch instructions including product specifications, control points and processing parameters
  - recording requirements and procedures
  - workplace documentation relating to tablet coating process and procedures that comply with GMP requirements
  - sampling schedules and test procedures
  - cleaning procedures associated with tablet coating process.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPPHM3017 Coordinate a label store

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to receive, issue and reconcile labels for pharmaceutical products in a pharmaceutical manufacturing facility.

The unit applies to individuals who apply Good Manufacturing Practice (GMP) and operating principles to the coordination of a label store. Individuals work under broad direction and take responsibility for their own work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive labels	1.1 Locate label details required for type of pharmaceutical product 1.2 Confirm the quantity of labels received and reconcile against receival documentation 1.3 Identify and report discrepancies to supervisor
2. Issue and reconcile	2.1 Create labels to meet batch requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
labels	2.2 Issue labels in correct quantities to meet batch requirements 2.3 Receive, reconcile and record labels returned to store according to workplace verification and reconciliation procedures 2.4 Maintain records to meet workplace and legislative requirements 2.5 Coordinate the issue and reconciliation of labels according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read and identify label information
Writing	• Record workplace information using appropriate language and in required format
Numeracy	• Verify that label information meets batch type • Use label counting equipment
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Report operational and safety information to relevant personnel using required communication method
Get the work done	• Issue labels according to batch requirements • Solve routine problems according to workplace guidelines and using experience of past solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FBPPHM3017 Coordinate a label store	FDFPH2007A Coordinate a label store	Updated to meet Standards for Training Packages Changes to performance criteria for clarity Code changed to reflect AQF alignment	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM3017 Coordinate a label store

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all the elements and performance criteria of this unit.

There must be evidence that the individual has coordinated at least one label store, including:

- followed receival procedures to receive, count and store labels
- accessed the production schedule to identify label requirements
- tested accuracy of label counting machines and recorded results
- verified that label information meets batch type, including setting up and using label counting equipment
- removed and accounted for damaged labels, or other non-conforming labels
- selected and issued labels to meet batch and documentation requirements
- received labels that have been issued and returned from production
- conducted reconciliations of labels received and issued including back-up verification
- maintained security of label store
- maintained a clean and hazard free work area
- operated label coding and printing equipment according to workplace procedures
- completed records according to workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- system of label control, including purposes and procedures for receiving, issuing and reconciling labels and verifying label management
- Good Manufacturing Practice (GMP) requirements and workplace procedures relating to label management
- purposes and requirements of security procedures and responsibilities
- types of labels received and issued and the significance of codes

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- consequences of issuing incorrect labels
- procedures for setting up, testing and operating label store equipment, including label counting equipment
- corrective action required if a discrepancy is identified
- workplace procedures and responsibility for recording and reporting information
- workplace procedures for label coding and printing equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - label management system and procedures
  - labels and label counting equipment
  - label printing equipment and consumables
  - record keeping systems
- specifications:
  - batch instructions
  - documentation and workplace procedures about recording requirements
  - workplace procedures relating to coordinating a label store and label management that comply with GMP requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM4001 Monitor and maintain Good Manufacturing Practice requirements

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 7.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to provide a leadership role in the day-to-day monitoring and maintenance of Good Manufacturing Practice (GMP) in a pharmaceutical manufacturing facility.

The unit applies to individuals with specialised skills and knowledge of GMP requirements who communicate workplace policies and procedures relevant to pharmaceutical manufacturing operations and have responsibility for the output of others. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Empower team members to identify GMP requirements	1.1 Ensure personal protective equipment and contamination prevention clothing used by team members is serviceable and fitted correctly according to work health and safety requirements 1.2 Ensure GMP requirements and workplace procedures are available 1.3 Identify and address training needs according to team member's level of responsibility 1.4 Provide training and coaching to support individuals and groups to implement GMP requirements and related workplace procedures 1.5 Demonstrate personal hygiene to others to support implementation of GMP requirements and workplace procedures 1.6 Monitor and control resource allocation according to workplace procedures and GMP requirements 1.7 Ensure GMP control measures used in the work area are identifiable by workers
2. Monitor personal hygiene and conduct of team members	2.1 Ensure personal hygiene of work team meets GMP requirements 2.2 Prepare, use, store and dispose of personal protective equipment and contamination prevention clothing according to GMP requirements and workplace procedures 2.3 Ensure personal movements within workplace comply with area entry and exit procedures
3. Monitor implementation of GMP requirements	3.1 Clearly define, document and follow GMP requirements in work area 3.2 Participate in a root cause analysis (RCA) as part of a cross-functional team and report non-compliance(s) from workplace procedures 3.3 Identify and report GMP non-conformance(s) and signs of unacceptable plant or equipment condition 3.4 Put in place quality approved corrective action or preventative action (CAPA) 3.5 Record information according to workplace reporting procedures and to meet GMP requirements 3.6 Ensure team members maintain work area according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace cleaning standards
4. Maintain and facilitate continuous improvement of GMP	4.1 Identify, report and correct processes or conditions which could result in GMP non-conformance according to individual level of responsibility 4.2 Promptly resolve matters relating to GMP or refer them to appropriate personnel 4.3 Monitor effectiveness of CAPA and control measures according to level of responsibility 4.4 Advise others in the work area of GMP matters relevant to their work role 4.5 Maintain workplace records and documents according to workplace procedures and GMP requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret key information about GMP requirements in workplace procedures
Writing	• Prepare GMP training documentation using structure, technical language and format appropriate for purpose and audience
Numeracy	• Analyse and interpret numerical performance indicators for workplace reporting related to GMP requirements
Oral Communication	• Demonstrate two-way communication including active listening and confirming instructions when explaining GMP requirements to team members

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Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Personal hygiene must include:	• informing team leader or supervisor of any reportable illnesses
	• removal of jewellery, including:
	  • rings
	  • watches
	  • bracelets
	• removal of makeup.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FBPPHM4001 Monitor and maintain Good Manufacturing Practice requirements Release 2	FBPPHM4001 Monitor and maintain Good Manufacturing Practice requirements Release 1	Minor word change in Knowledge Evidence 3.2 Removal of Foundation Skills Interact with others and Get the work done Minor changes in Performance Evidence	Equivalent

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM4001 Monitor and maintain Good Manufacturing Practice requirements

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 7.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has monitored and maintained Good Manufacturing Practice (GMP) requirements of one or more work teams, including:

- communicated information on GMP requirements to others in the work area, including demonstrating:
  - two-way communication
  - active listening
  - constructive responses to feedback
- accessed and used document management systems
- demonstrated personal hygiene according to GMP requirements and workplace procedures
- monitored recorded data to meet GMP recording requirements according to workplace procedures
- documented GMP requirements for a specific work area
- provided training and support to others in the work area to implement responsibilities according to GMP requirements and to workplace procedures
- determined actions required to respond to GMP non-compliance according to workplace procedures
- participated in improvement processes, including investigating actual and potential GMP non-compliance
- participated in, or reviewed, practices and procedures to prevent or minimise the likelihood of unacceptable performance.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the role of GMP in preventing contamination, including:
  - its relationship to legal requirements of pharmaceutical manufacturers
  - potential implications of non-compliance
- GMP requirements, including:
  - relevant GMP codes of practice
  - related workplace procedures
  - organisational structures for implementing these requirements
  - quality assurance
- principles and process of effective communication and consultation
- workplace training and coaching system and responsibilities
- personal clothing use, storage and disposal requirements and hygiene requirements, including:
  - making team leader or supervisor aware of reportable illness
  - removal of jewellery
  - removal of makeup
- personal clothing and footwear requirements for working in and moving between work areas
- current technical and process knowledge required to monitor and maintain GMP and participate in investigating GMP non-compliance including:
  - common microbiological, physical and chemical contaminants
  - conditions under which types of contamination, including cross-contamination are likely to occur
  - purpose of equipment calibration
  - control methods and procedures, including the purpose of control and the consequences if not controlled
- recall and traceability procedures relevant to the work area, including:
  - reconciliation
  - line clearance
  - stored versus dedicated
- procedures followed to investigate contamination events and performance improvement processes, including:
  - root cause analysis (RCA)
  - corrective action or preventive action (CAPA)
- documentation systems and procedures, including:
  - record keeping to meet both company and legal requirements
  - responding to out-of-specification, or unacceptable, performance and outcomes
  - procedures for identifying and isolating, or quarantining, materials or products of unacceptable quality

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  - processes for developing or reviewing workplace procedures
  - document control systems used in the workplace
  - responsibilities for reporting and recording information
- workplace cleaning standards and responsibilities relating to own work, including:
  - waste collection
  - recycling, safe handling and disposal for different types of waste
  - safe handling and disposal of hazardous waste.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment and contamination prevention clothing
  - document management system
- specifications:
  - GMP requirements
  - workplace cleaning standards
  - workplace reporting procedures
  - workplace procedures related to GMP
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM4002 Prepare and review workplace documentation to support Good Manufacturing Practice requirements

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to develop, review and communicate workplace operations documentation to support Good Manufacturing Practice (GMP) in a pharmaceutical manufacturing facility.

The unit applies to individuals with specialised skills and knowledge of GMP requirements who manage and maintain documentation relevant to pharmaceutical manufacturing operations and have responsibility for the output of others. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Review and draft workplace documentation to meet GMP requirements	1.1 Identify workplace documentation requiring development or review according to workplace documentation management process and GMP requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Initiate documentation changes according to change control process 1.3 Review workplace documentation in consultation with relevant stakeholders to support GMP 1.4 Draft workplace documentation in consultation with relevant stakeholders to support GMP 1.5 Ensure workplace documentation explains complex information in a simple and clear manner
2. Finalise workplace documentation to meet GMP requirements	2.1 Complete final version of documentation according to documentation management process 2.2 Submit final version of documentation for approval according to change control process

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret key information in GMP requirements and workplace procedures • Review completed workplace documentation to ensure that GMP requirements are met
Writing	• Prepare training documentation using structure, technical language and format appropriate for purpose and audience
Oral Communication	• Demonstrate two-way communication including active listening and confirming instructions when explaining workplace documentation to team members • Use appropriate vocabulary, including technical language directly relevant to role
Get the work done	• Access and use electronic document management systems

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM4002 Prepare and review workplace documentation to support Good Manufacturing Practice requirements	FDFPH4001A Prepare and review workplace documentation to support Good Manufacturing Practice	Updated to meet Standards for Training Packages Change to unit title Changes to element 2 and its performance criteria to remove the identification of training requirements	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM4002 Prepare and review workplace documentation to support Good Manufacturing Practice requirements

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has reviewed and developed workplace documentation to support the Good Manufacturing Practice (GMP) requirement of at least one workplace, including:

- identified workplace documentation requiring development or review using workplace documentation management process
- reviewed and developed workplace documentation, suitable for purpose and audience, including:
  - ensuring compliance with workplace procedures and GMP requirements
  - reporting improvements
  - reviewing and updating existing documentation
  - developing new documentation
  - applying documentation control procedures when submitting or amending documents
- accessed and used document management systems
- consulted with relevant stakeholders in the preparation and review process and ensured changes are effectively communicated
- communicated information on documentation requirements to others in the work area, including demonstrating:
  - two-way communication
  - active listening
  - constructive responses to feedback.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace procedures and GMP requirements
- types of documentation requiring development or review, including:
  - procedures
  - instructions
  - records
- situations requiring documentation development or review, including:
  - general review
  - process change
  - inspection findings
  - deviations
- procedures and responsibilities for developing and altering documents, including:
  - version control
  - good documentation design and the use of templates
  - an understanding of system security and access levels
  - controls systems, including individual roles and responsibilities
  - document authorisation requirements and responsibilities of signatories
  - systems for recording and storing data and authorised levels of access to electronic systems
- use of documentation, including documents that can be used as evidence during audit processes
- requirements for completion of workplace documentation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - document management system
- specifications:
  - information about GMP requirements
  - workplace procedures related to GMP.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPPHM4003 Facilitate contamination control

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to identify and implement contamination control measures in a pharmaceutical manufacturing facility.

The unit applies to individuals with specialised skills and knowledge of Good Manufacturing Practice (GMP) requirements who are responsible for overseeing the implementation of contamination control programs within pharmaceutical manufacturing operations and have responsibility for the output of others. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Review contamination risks and related control measures to meet GMP	1.1 Identify hazards that could present contamination risks by type, origin and product association

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
requirements	1.2 Review hazards and risk control measures to confirm they meet GMP requirements 1.3 Conduct risk assessment according to GMP requirements and workplace procedures 1.4 Confirm control measures
2. Implement procedures used to control risk of cross contamination	2.1 Identify effective barriers and control systems to minimise risk of contamination according to GMP requirements and workplace procedures 2.2 Conduct in-process and environmental monitoring according to GMP requirements and workplace procedures 2.3 Validate cleaning processes according to workplace procedures 2.4 Confirm line clearance procedures 2.5 Ensure personal hygiene and conduct of personnel in work area meets GMP requirements 2.6 Ensure operators have the skills and knowledge required to apply contamination control measures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret key information from in-process and environmental monitoring test results • Interpret key information about GMP requirements in workplace procedures relevant to facilitating contamination control
Writing	• Record contamination information in document management systems
Oral communication	• Use appropriate language and communication skills to ensure that contamination management procedures are understood and implemented
Numeracy	• Monitor data to determine instances of contamination according to GMP requirements

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM4003 Facilitate contamination control Release 2	FBPPHM4003 Facilitate contamination control Release 1	Foundation skills table updated Minor changes to performance evidence and knowledge evidence for clarity	Equivalent

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM4003 Facilitate contamination control

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has facilitated contamination control in at least one process, including:

- identified and investigated occurrences that could present contamination hazards and risks by:
  - type
  - origin
  - product association
- confirmed contamination control measures, including:
  - critical limits
  - monitoring and recording requirements
- interpreted Good Manufacturing Practice (GMP) requirements and workplace procedures related to contamination control
- used document management systems to:
  - access and review documents including the Contamination Control Strategy
  - monitor and record data according to GMP requirements
  - ensure procedures are understood and implemented
- reviewed workplace documents to determine contamination control measures, including:
  - equipment drawings
  - piping and instrumentation diagrams
  - process flow charting
- monitored gowning, cleaning, access and refresher training according to workplace procedures

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- provided training and support to others in work area to implement contamination control according to GMP requirements and workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of contamination, including:
  - microbiological
  - chemical
  - physical
  - product cross-contamination
- microbiological limits as per GMP Guide, monitoring methods and reporting and recording formats and requirements
- non-viable particle limits as per GMP Guide, monitoring methods and reporting and recording formats and requirements
- line clearance procedures, roles and responsibilities
- personal hygiene and clothing requirements, including:
  - informing team leader or supervisor of reportable illness
  - removal of jewellery
  - removal of makeup
  - personal clothing use, storage and disposal
  - personal clothing and footwear requirements for working in and moving between work areas
  - decontamination
  - laundering requirements
- GMP requirements and workplace procedures relevant to contamination control
- environmental issues and workplace controls relevant to contamination control, including:
  - the principles of workflow design to minimise risk of contamination
  - ventilation system requirements
  - production facility segregation requirements
  - storage requirements of raw materials prior to their use in manufacture
  - time limits and conditions for storing finished products prior to packaging
  - requirements relevant to product range
- workplace cleaning standards and responsibilities, including:
  - types of cleaning agents and what they do
  - waste collection
  - recycling, safe handling and disposal of different types of waste
  - safe handling and disposal of hazardous waste
- requirements for completion of workplace documentation
- active air samplers and particle counters used in environmental monitoring cleanrooms.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - document management system
  - equipment drawings, piping and instrumentation diagrams and process flow charts
- specifications:
  - recording requirements and procedures
  - workplace procedures related to contamination control
  - GMP requirements related to contamination control
  - workplace cleaning procedures
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPHM4004 Participate in change control procedures

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to participate in planning and implementing change control procedures to meet Good Manufacturing Practice (GMP) requirements in a pharmaceutical manufacturing facility.

The unit applies to individuals with specialised skills and knowledge of GMP requirements who contribute to the development of defined change management programs and procedures relevant to pharmaceutical manufacturing operations and have responsibility for the output of others. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Participate in planning change	1.1 Interpret change proposal to identify impact of change on the workplace 1.2 Interpret workplace procedures and GMP requirements for managing change

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Conduct risk assessment for change implementation in the workplace 1.4 Undertake planning of change management 1.5 Identify workplace procedures affected by change management plan and allocate responsibilities for review 1.6 Identify training needs arising from change and determine delivery methods and responsibilities 1.7 Apply authorisation requirements according to workplace change control procedures 1.8 Finalise change management plan according to workplace procedures and GMP requirements
2. Participate in implementing change	2.1 Communicate change to all affected personnel 2.2 Implement training to support affected individuals and groups according to workplace procedures 2.3 Revise workplace procedures to reflect change requirements 2.4 Monitor and evaluate change according to workplace change control procedures 2.5 Implement adjustments to change according to workplace change control procedures 2.6 Maintain workplace records and documents according to workplace change control procedures and GMP requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret key information in change proposal and workplace change control procedures • Interpret key information in GMP requirements and workplace procedures relevant to change control
Writing	• Document change management plan in required workplace format

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Skill	Description
Oral Communication	• Demonstrate two-way communication including active listening and questioning skills when explaining change management plan to team members • Use appropriate vocabulary, including technical language directly relevant to role
Interact with others	• Use appropriate techniques negotiation and conflict resolution techniques
Get the work done	• Access and use electronic document management system

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM4004 Participate in change control procedures	FDFPH4004A Participate in change control procedures	Updated to meet Standards for Training Packages Changes to performance criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM4004 Participate in change control procedures

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all the elements and performance criteria of this unit.

There must be evidence that the individual has participated in change control procedures in at least one pharmaceutical manufacturing facility, including:

- identified situations requiring change control according to change proposal
- participated in developing a change management plan
- led the implementation of change in a work area
- communicated information on change requirements to others in the work area, including demonstrating:
  - two-way communication
  - active listening
  - responses to feedback
- accessed and used document management systems
- implemented training to support others in the work area to implement responsibilities according to change management plan
- interpreted Good Manufacturing Practice (GMP) requirements and workplace procedures related to change control
- documented change according to GMP requirements and workplace change control procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles of risk management and related procedures
- documentary evidence required to support change requests
- workplace change control procedures, including:
  - evaluation criteria

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    - change classification
    - authorisation requirements
    - document control
    - roles and responsibilities
- workplace training systems and responsibilities
- GMP requirements and workplace procedures relevant to change control
- documentation systems and procedures, including:
    - record keeping to meet both company and legal requirements
    - processes for developing or reviewing workplace procedures
    - document control systems used in the workplace
    - responsibilities for reporting and recording information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - change proposal
    - document management system
- specifications:
    - workplace change control procedures
    - workplace documentation relating to change control procedures
    - GMP requirements related to change control
- relationships:
    - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPPHM4005 Participate in validation of pharmaceutical manufacturing processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to use qualification and validation processes to meet Good Manufacturing Practice (GMP) requirements in a pharmaceutical manufacturing facility.

The unit applies to individuals with specialised skills and knowledge of GMP requirements who participate in validation process relevant to pharmaceutical manufacturing operations as part of a multi-disciplinary team and have responsibility for the output of others. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Participate in qualification processes for facilities, systems or equipment	1.1 Identify procedures for developing and implementing qualification processes 1.2 Develop and review qualification processes and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	documentation according to workplace procedures 1.3 Implement qualification process training needs
2. Participate in validation processes for facilities, systems or equipment	2.1 Identify validation requirements according to workplace procedures and GMP requirements 2.2 Follow validation protocol to support validation activities in the work area 2.3 Evaluate and document deviations and exceptions from protocol 2.4 Maintain workplace records and documents according to workplace procedures and GMP requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret key information in GMP requirements and workplace procedures relevant to qualification and validation processes
Writing	• Create qualification procedures and validation reports using relevant technical terminology and format to suit regulatory requirements
Oral Communication	• Demonstrate two-way communication, including active listening and confirming instructions, when explaining qualification processes to team members • Use appropriate vocabulary, including technical language to explain processes
Get the work done	• Access and use electronic document management systems

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM4005 Participate in validation of pharmaceutical manufacturing processes	FDFPH4005A Participate in validation processes	Updated to meet Standards for Training Packages Changes to the unit title and performance criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM4005 Participate in validation of pharmaceutical manufacturing processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all the elements and performance criteria of this unit.

There must be evidence that the individual has participated in the validation processes of at least one workplace, including:

- identified procedures for developing and implementing qualification processes for a:
  - design qualification
  - installation qualification
  - operational qualification, and
  - performance qualification
- applied principles of risk management to identify critical facilities, systems and equipment
- communicated information on qualification process requirements to others in the work area, including demonstrating:
  - two-way communication
  - active listening
  - constructive responses to feedback
- implemented training to support others in the work area to implement responsibilities according to qualification process requirements
- interpreted Good Manufacturing Practice (GMP) requirements and workplace procedures related to qualification and validation requirements
- managed the impact of qualification and validation procedures on:
  - related processes
  - work areas
  - personnel
- developed workplace procedures to support qualification and validation according to GMP requirements and workplace procedures
- documented qualification and validation processes according to GMP requirements and workplace procedures.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the procedures for developing and implementing qualification processes
- types of qualification processes, including:
  - design
  - installation
  - operational
  - performance
- validation objectives and procedures, including:
  - prospective validation
  - concurrent validation
  - re-validation
  - circumstances that justify not undertaking a validation process prior to commencing production
  - procedure updates and sampling requirements
- workplace training systems and responsibilities
- GMP requirements and workplace procedures relevant to qualification and validation processes
- documentation systems and procedures, including:
  - record keeping to meet both company and legal requirements
  - processes for developing or reviewing workplace procedures
  - document control systems used in the workplace
  - responsibilities for reporting and recording information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - qualification and validation process documentation
- specifications:
  - workplace procedures relating to validation
  - GMP requirements related to validation
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPPHM4006 Respond to non-conformance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to identify and respond to non-conformance and review processes to minimise risk of recurrence to meet Good Manufacturing Practice (GMP) requirements in a pharmaceutical manufacturing facility.

The unit applies to individuals with specialised skills and knowledge of GMP requirements who respond to non-conformance relevant to pharmaceutical manufacturing operations and have responsibility for the output of others. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pharmaceutical (PHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify non-conformance	1.1 Interpret workplace procedures and documentation relevant to non-conformance 1.2 Identify nature of non-conformance 1.3 Follow non-conformance corrective and preventive action (CAPA) according to GMP requirements and workplace

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	procedures
2. Identify causes of non-conformance	2.1 Investigate possible causes of non-conformance 2.2 Conduct root cause analysis (RCA) to determine cause of non-conformance 2.3 Conduct non-conformance risk assessment on current and previous material according to workplace procedures
3. Review processes to minimise risk of recurrence	3.1 Assess and select solutions to eliminate or minimise the risk of recurrence 3.2 Develop an implementation plan for risk minimisation solutions 3.3 Conduct CAPA effectiveness checks according to GMP requirements and workplace procedures 3.4 Establish consultative mechanisms and communicate implementation plan to support continuous improvement according to GMP requirements and workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret key information in workplace documentation and CAPA relevant to non-conformance • Interpret key information in GMP requirements and workplace procedures relevant to non-conformance
Writing	• Prepare RCA documentation
Oral Communication	• Demonstrate two-way communication including active listening and confirming instructions when explaining implementation plan to team members • Use appropriate vocabulary, including technical language, to explain requirements
Get the work	• Access and use electronic document management systems

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Skill	Description
done	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPHM4006 Respond to non-conformance	FDFPH4006A Respond to non-conformance	Updated to meet Standards for Training Packages Changes to performance criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPHM4006 Respond to non-conformance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all the elements and performance criteria of this unit.

There must be evidence that the individual has responded to at least one non-conformance, including:

- identified workplace procedures and documentation relating to non-conformance
- interpreted Good Manufacturing Practice (GMP) requirements and workplace procedures related to non-conformance
- identified workplace non-conformance change management procedures and responsibilities, including:
  - corrective and preventive actions (CAPA)
  - investigating possible causes of non-conformance
  - root cause analysis (RCA)
  - risk assessment
  - repeat incident
  - isolated incident
  - impact assessment
  - recording requirements
- reviewed responses to previous incidents to assess effectiveness and developed recommendations on appropriate workplace procedures
- communicated implementation plan requirements to others in the work area, including demonstrating:
  - two-way communication
  - active listening
  - constructive responses to feedback.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace non-conformance change management procedures and responsibilities, including:
  - CAPA
  - investigating possible causes of non-conformance
  - RCA
  - risk assessment
  - repeat incident
  - isolated incident
  - impact assessment
  - recording requirements
- the provisions of the Therapeutic Goods Act relating to identifying non-conformance, including customer complaints, product recalls and auditing
- consultation and communication methods used to communicate implementation plan requirements to others in the work area, including demonstrating:
  - two-way communication
  - active listening
  - providing constructive responses to feedback
- GMP requirements and workplace procedures relevant to responding to non-conformance
- documentation systems and procedures, including:
  - record keeping to meet both company and legal requirements
  - processes for developing or reviewing workplace procedures
  - document control systems used in the workplace
  - responsibilities for reporting and recording information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - workplace procedures and documentation relating to non-conformance
- specifications:
  - CAPA documentation
  - workplace procedures relating to responding to non-conformance
  - GMP requirements related to responding to non-conformance
  - provisions of the Therapeutic Goods Act relating to identifying non-conformance

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- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL2001 Participate in work teams and groups

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to work effectively with others in structured teams and informal work groups to complete work activities.

This unit applies to individuals who work under general supervision and whose role includes identifying and providing solutions to a limited range of predictable problems.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify team objectives	1.1 Identify and agree team tasks, responsibilities and performance measures 1.2 Discuss and agree tasks required to achieve goals and performance standards with the team
2. Participate in planning work activity	2.1 Negotiate personal work tasks and roles to ensure team goals and performance standards are met 2.2 Provide information to contribute to planning work group

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	activities 2.3 Assess personal skills to identify match with team skill needs 2.4 Plan personal workload to meet team goals and performance standards
3. Complete work tasks to meet team requirements	3.1 Undertake work to achieve team goals and performance standards 3.2 Ensure communication between team members and with other work areas is appropriate and timely 3.3 Make timely requests for assistance as required to meet team goals and performance standards 3.4 Provide assistance to other team members to achieve team goals and performance standards

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Uses clear language, concepts, tone and pace appropriate for the audience and purpose • Responds to clear requests and contributes to workgroup discussions, when asking and responding to relevant questions as appropriate
Get the work done	• Plans and implements routine tasks and workload making limited decisions on sequencing, timing and collaboration, and seeks assistance in setting priorities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL2001	FDFPPL2001A	Updated to meet	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
Participate in work teams and groups	Participate in work teams and groups	Standards for Training Packages Minor changes to Performance Criteria to clarify intent	

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL2001 Participate in work teams and groups

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively participated in work teams or groups of at least three people, on a minimum of two different occasions, including:

- actively participating in discussion about identifying team goals and expectations
- planning work to maximise outcomes for team
- applying communication skills to engage with other participants
- participating in and supporting the achievement of team goals.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- how to plan work to maximise outcomes for team
- appropriate communication skills to engage with other participants
- procedures for establishing team goals and performance standards
- methods used to measure achievement of personal and team goals
- team goals and personal role to achieving work outcomes
- common group communication processes, including:
  - basic negotiation skills
  - conflict resolution
  - giving and receiving feedback
- importance of team goals and expectations and personal role within the team
- oral communication skills and language, including:
  - questioning
  - active listening

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  - asking for clarification
  - seeking advice from supervisor
- working in a culturally diverse workforce.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - workplace arrangements for establishing company, workplace and team goals
- relationships:
  - opportunities to participate in team processes.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL3003 Participate in improvement processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to participate in performance improvement processes that involve systematic analysis of performance to identify and propose opportunities for improvement.

The unit applies to individuals who work under broad direction and have scope to investigate and participate in improvement processes, where structured analysis and investigation is required.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify opportunities for improvement	1.1 Identify barriers to good practice or optimal performance 1.2 Define scope of issue or problem to be addressed
2. Identify information requirements	2.1 Identify data required to investigate improvement opportunity 2.2 Select appropriate data collection methods

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	2.3 Identify additional resources available to support investigation
3. Analyse the issue or problem	3.1 Select and apply techniques required to investigate nature of issue or problem 3.2 Assess the detail of the issue or problem 3.3 Identify and appraise possible causes 3.4 Determine and assess options for improvement
4. Recommend options for improvement	4.1 Consolidate and clarify preferred options 4.2 Present recommendations in formats appropriate to the issue and the audience 4.3 Ensure recommendations are consistent with data collected and analyses
5. Participate in implementing improvement proposals	5.1 Support improvement trials 5.2 Evaluate and refine improvement proposals against organisational objectives 5.3 Contribute to the development of new operating procedures or processes 5.4 Implement and communicate operating procedures or processes to reflect improved practices 5.5 Monitor improvement in performance

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Use clear language and concepts, and tone and pace, appropriate for the audience and purpose when discussing and communicating improvements
Get the work done	• Respond to predictable routine problems and implement standard or logical solutions

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL3003 Participate in improvement processes	FDFPPL3001A Participate in improvement processes	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL3003 Participate in improvement processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has actively participated in processes to improve work outcomes on at least two different occasions, including:

- planning investigation and data collection methods
- developing objectives and parameters for investigation
- collecting and analysing data and evidence to test ideas
- presenting improvement plans with evidence to support rationale
- implementing and monitoring improvement processes
- ensuring improvement plans reflect overall organisational objectives.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- objectives to be addressed by improvement proposals, including quality, work health and safety, environmental management, cost, efficiency and job satisfaction
- the context in which improvement occurs, including capital expenditure and labour budgets, equipment capacity and production targets
- workplace improvement processes
- data collection and analysis techniques appropriate to the nature of the improvement opportunity and the workplace
- communication techniques to support data collection, consultation and teamwork required to participate in improvement processes
- problem solving strategies
- resources required to support investigation, including:
  - internal and external resources

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    - negotiating access to resources
    - identifying expertise
    - recognising improvement requirements in team members
- the importance of providing and gaining feedback
- issues that may occur in a culturally diverse workforce.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
    - information storage and retrieval systems
- specifications:
    - relevant technical information and personnel resources
    - relevant workplace documentation
- relationships (internal and/or external):
    - opportunities to interact with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL3004 Lead work teams and groups

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to plan to achieve work requirements, secure resources and monitor the outputs of a work team or group.

The unit applies to individuals who have responsibility for overseeing a team or group in a leadership role.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Negotiate and communicate team objectives	1.1 Discuss and agree on goals, tasks and responsibilities with team 1.2 Discuss and agree on performance, standards and measures expected of team
2. Plan the work activity	2.1 Assign individual roles and responsibilities of team members according to workplace procedures 2.2 Allocate work roles taking into account team goals and skills, and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	expertise of each team member 2.3 Identify and secure resources required to achieve work outcomes according to workplace procedures 2.4 Identify and address development needs of team members
3. Monitor team work to achieve required outcomes	3.1 Monitor work progress against timelines and performance measures 3.2 Keep team members informed of progress towards achieving team performance indicators 3.3 Identify potential barriers to achieving team goals and take corrective action 3.4 Identify, investigate and report team performance variances 3.5 Encourage team members to actively contribute to team growth and development 3.6 Follow workplace information systems and procedures to record and report on team performance

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Accurately record and complete organisational document using clear language and correct spelling, grammar and terminology
Oral communication	• Clearly explain information using language, tone and pace appropriate to audience
Navigate the world of work	• Contribute to continuous improvement of current work practices by applying basic principles of analysis

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL3004 Lead work teams and groups	FDFPPL3004A Lead work teams and groups	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL3004 Lead work teams and groups

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively led a work team work team or group, of at least three workers, on at least one occasion, including:

- ensuring all team members understand and agree to team goals and expectations and their personal responsibilities
- planning a team activity to take into account team goals, timelines, individual capabilities and resources
- monitoring outcomes against timelines and communicating progress with team members
- applying effective interpersonal communication skills to engage and support team members
- supporting positive outcomes for the individuals and team.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- facilitation techniques and communication skills to support the active engagement and participation of team members in team processes, including:
  - representation or avocation for the team members or work group
  - individuals with cultural and diverse backgrounds
  - negotiation skills
  - giving and receiving feedback
  - basic performance management
- work procedures relevant to team tasks and related workplace health and safety, food safety, quality and environmental management issues, hazards and control measures
- workplace planning and performance measurement systems and processes

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- methods used to measure achievement of individual and team goals
- resource allocation systems used in the workplace as appropriate to secure relevant resources required by the team or group
- methods used to assess team members capabilities, skills and knowledge for the allocation of work
- competency requirements of work functions, including special work conditions covered by licensing or certification
- duty of care when allocating work roles and responsibilities
- workplace competency identification and training arrangements
- the structure and development of work teams
- workplace recording and reporting system and responsibilities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - sample resource management and allocation systems
- relationships:
  - opportunities to work with a team.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL3005 Participate in an audit process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required for individuals to participate in auditing, where it occurs in an area that the person is not directly responsible for and where they are required to follow a formal, structured process. It is designed to support participation in auditing a range of programs designed to identify hazards, assess risk and implement control measures.

At this level, the person would typically work under direction and may be required to operate within established audit procedures. Participation implies that the person can participate in all stages of an audit but is not responsible for negotiating audit scope, allocating audit tasks to others or reporting on audit outcomes.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Participate in planning	1.1 Establish roles and responsibilities for participating in audit

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
an audit	1.2 Determine the purpose and scope of the audit 1.3 Identify and locate information and resources required for audit
2. Participate in conducting an audit	2.1 Collect information that is adequate, representative and meets audit requirements 2.2 Analyse information to assess adequacy of performance against program 2.3 Review program records to compare with the audit compliance requirements 2.4 Observe compliance with the program in the workplace 2.5 Identify areas requiring corrective action
3. Follow up audit outcomes and prepare action plans	3.1 Assess audit outcomes that present a risk to the program objectives 3.2 Develop a corrective action plan to address the audit outcomes 3.3 Prepare adjustments to work activities to address action plan 3.4 Communicate the results of the audit and required adjustments to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read, interpret and consolidate information from briefing notes and other data, and compare against defined criteria and requirements
Writing	• Accurately record and complete organisational documents using clear language and correct spelling, grammar and terminology
Oral communication	• Clearly explain detailed information using language, tone and pace appropriate to audience
Get the work done	• Contribute to continuous improvement of current work practices by applying basic principles of analysis

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL3005 Participate in an audit process	FDFPPL3005A Participate in an audit process	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarity intent Prerequisites removed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL3005 Participate in an audit process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has participated in an audit process on at least one occasion, including:

- collecting, assessing and providing information as required by the audit process
- acting on risk identified in the audit process
- following up on audit outcomes by developing action plans
- communicating outcomes to work personnel.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- requirements and procedures for participating in an audit
- the purpose and scope of an audit, including the stages involved in the audit process
- roles and responsibilities of individuals involved in an audit process
- types of information required for a range of audit situations, including:
  - health and safety in the workplace
  - quality
  - environmental
- techniques for collecting information, including options, relevance and strengths and weaknesses of each method to ensure data is adequate and representative
- data analysis methods relevant to the audit process
- communication skills and techniques appropriate to the workplace to inform other personnel of audit outcomes and modified work practices
- technical knowledge relevant to the program being audited in order to:

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  - verify compliance
  - assess adequacy of control measures
  - relevance to industry standards
- purpose and responsibilities for maintaining records
- process to transition audit deficiencies into corrective action plans.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace to collect data and observe compliance
- resources, equipment and materials:
  - workplace program documentation
  - information systems and data collection technology
- specifications:
  - audit procedures and standards as applied in the workplace
  - relevant legislation, industry standards and codes of practice.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL3006 Report on workplace performance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to collate and maintain workplace records to enable the monitoring and reporting of workplace performance.

The unit applies to individuals who work as team leaders with responsibility for monitoring and reporting on performance of a work area or section. This includes working in a range of known contexts and completing routine activities.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish recording and reporting requirements	1.1 Identify the purpose of recording performance-related information 1.2 Confirm recording and reporting responsibilities with supervisor 1.3 Identify recording and reporting systems and formats
2. Maintain workplace information	2.1 Ensure records are complete, timely and accurate 2.2 Record performance information in required format to meet

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace reporting requirements 2.3 Identify and correct or notify errors or discrepancies in recording to appropriate personnel 2.4 Identify, investigate and report variances according to workplace procedure 2.5 Assess, prioritise and address requests for information to meet required timelines
3. Maintain security of workplace information	3.1 Confirm levels of access and authority according to workplace security requirements 3.2 Maintain security of workplace records and reports in accordance with security access level 3.3 Identify and report security breaches to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Accurately record and complete organisational documentation using clear language, correct spelling, grammar and terminology
Oral communication	• Effectively participate in verbal exchanges using collaborative and inclusive techniques including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information
Get the work done	• Understand roles and responsibilities for tasks and make basic decisions on work completion parameters

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL3006 Report on workplace performance	FDFPPL3002A Report on workplace performance	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL3006 Report on workplace performance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has reported on workplace performance on at least one occasion, including:

- confirming the reporting and recording systems and procedures for a specific work area
- recording information on work performance in accordance with reporting procedures
- reporting variances and inconsistencies
- maintaining security of work documentation.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the purpose and responsibilities for the information records and reports to be maintained or produced, including accuracy levels and timelines
- types of information to be recorded, including but not limited to:
  - timesheets
  - log sheets
  - recipes/specifications
  - operating procedures
  - production statistics
  - downtime
  - labour
  - materials usage levels
- techniques used to collate and assess information, including typical recording outcomes to identify unusual or incorrectly recorded information

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- likely causes of variation and related reporting responsibilities
- information system access levels and codes, such as levels within software
- effective communication strategies relevant to reporting role
- relevant regulatory and licensing, legislative requirements, industrial awards and agreements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - performance data
  - recording/reporting formats and systems
- specifications:
  - workplace policies, codes of practice and procedures
  - relevant information on licensing, legislation and industrial awards and agreements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL4001 Manage people in the work area

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to manage performance issues of people in the work area.

This unit applies to individuals with managerial responsibility for other people in a work area. It includes an understanding of different levels of response to performance issues, including formal procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

FBPPPL3001 Support and mentor individuals and groups

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide information on performance expectations	1.1 Ensure workplace policies and procedures are current, accessible and in formats appropriate to the audience 1.2 Ensure performance-related information is current, accessible and in formats appropriate to the audience 1.3 Communicate work expectations, plans and objectives to team members

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Provide coaching and support	2.1 Demonstrate appropriate work behaviours and procedures to individuals and groups 2.2 Identify skill development needs of individuals or groups according to workplace procedures according to workplace training need analysis practices 2.3 Provide targeted skill development support to improve individual or group performance 2.4 Encourage, value and reward positive performance according to workplace procedures
3. Manage performance issues	3.1 Identify signs of performance variation outside of that expected according to workplace objectives and targets 3.2 Investigate reasons for performance variance according to workplace procedures 3.3 Identify and implement appropriate responsive action to variances in performance 3.4 Establish process for monitoring performance improvement according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Analyses complex documentation from a variety of sources and consolidates information relating to performance policies and measures to determine requirements
Writing	• Documents outcomes and discussions using industry relevant terminology • Accurately records and completes performance-related organisational documents using clear language, correct spelling, grammar and terminology
Numeracy	• Performs mathematical calculations to analyse performance data to inform performance outcomes

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Skill	Description
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information on performance
Get the work done	• Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Applies systematic and analytical decision-making processes for complex and non-routine situations • Responds to problems requiring resolution, drawing on past experiences of performance measures
Interact with others	• Recognises when personal values and beliefs impact on work group activities and performance, and implements strategies to moderate the effect • Collaborates with others sharing information to build strong work groups, and manages behaviours that are not conducive to a productive environment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL4001 Manage people in the work area	FDFPPL4001A Manage people in the work area	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL4001 Manage people in the work area

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed performance issues of people in the work area on at least two separate occasions, including:

- determining performance expectations and communicating effectively with individuals in the workplace
- identifying performance variances and collecting relevant information
- providing coaching and support to team members according to needs determined by performance outcomes
- monitoring performance and addressing performance issues according to organisational guidelines.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- negotiation and problem-solving skills for managing people in the workplace
- workplace feedback and performance management systems and responsibilities, including:
  - personal levels of authority
  - performance counselling
  - disciplinary procedures
- company policies, procedures and related communication systems
- effect of personal style and behaviour on others in the work area and the importance of establishing effective relationships with people in the work area
- performance expectations and related communication systems/processes
- signs of different levels of performance, including:
  - performance indicators and measures

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    - assessment strategies for performance
    - patterns and behaviour that lead to poor performance
    - patterns and behaviour that leads to exceptional performance
- options and strategies to address performance issues, including:
    - rewards
    - disciplinary actions
- systematic approaches for structuring a discussion on poor performance, including:
    - clear statement of the problem
    - explanation of why it is a problem
    - action or change required
    - follow up action
- workplace and legal requirements to document performance and behavioural issues, including:
    - legal processes
    - how reported information may be used
- industrial awards and workplace agreements on employee rights and responsibilities related to work performance and the relationship between the award and site agreements
- communication skills to consult and communicate with relevant personnel
- records and recording systems and requirements for managing people in the workplace
- principles of motivation and effective teamwork.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - workplace information recording systems, requirements and procedures
- specifications:
    - workplace policies and procedures
    - relevant industrial awards and agreements
- relationships (internal and/or external):
    - opportunities to interact with others using typical workplace communication processes

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPPPL4002 Plan and coordinate production equipment maintenance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to plan and coordinate maintenance activities for production equipment.

This unit applies to individuals who take responsibility for their own work and coordinate and oversee employees responsible for the maintenance of production equipment.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify maintenance requirements according	1.1 Determine the approach for maintaining production equipment 1.2 Source and assess advice on equipment maintenance requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
to workplace procedures	according to manufacturers' specifications 1.3 Assess and prioritise special maintenance requirements
2. Plan maintenance according to workplace procedures	2.1 Identify and secure resources required to carry out maintenance 2.2 Develop a maintenance schedule to provide reliable equipment performance with minimal disruption to production 2.3 Ensure the maintenance schedule takes account of production schedules, equipment capability, special maintenance requirements, efficient resource utilisation, workplace health and safety requirements, and workplace environmental guidelines 2.4 Record the maintenance schedule in the appropriate workplace format 2.5 Define and communicate responsibilities for implementing the maintenance schedule 2.6 Consult personnel affected by the maintenance program and advise of maintenance process
3. Monitor implementation of the maintenance schedule according to workplace procedures	3.1 Monitor progress of maintenance to identify variance to schedule 3.2 Identify, assess and address unplanned events that could affect the schedule 3.3 Identify and communicate potential failure to meet maintenance deadlines to relevant personnel in a timely manner
4. Contribute to the improvement of equipment reliability	4.1 Review equipment performance information to identify patterns or trends 4.2 Identify factors that affect equipment reliability 4.3 Consult production and maintenance personnel to identify opportunities to improve equipment reliability 4.4 Take action to improve equipment reliability 4.5 Review the maintenance schedule and related programs and procedures to reflect improvements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Reads and interprets manuals, specifications, and other documentation from a variety of sources and consolidates information to determine maintenance requirements • Analyses and consolidates test results and data from a range of sources, against defined criteria and requirements
Writing	• Develops procedural material for a specific audience using clear and industry relevant language in order to convey explicit information, requirements and recommendations
Numeracy	• Performs mathematical calculations to analyse maintenance data and scheduling statistics to inform maintenance activities
Oral communication	• Uses collaborative and inclusive techniques, including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information
Interacts with others	• Uses a range of strategies to establish a sense of connection and build rapport co workers • Elicits feedback from others in order to improve workgroup behaviours and processes
Get the work done	• Contributes to continuous improvement of current work practices by applying principles of analytical and lateral thinking • Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Applies systematic and analytical decision-making processes for complex and non-routine situations • Addresses problems and initiates procedures in response, applying problem-solving processes to determine solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL4002 Plan and coordinate production equipment	FDFPPL4002A Plan and coordinate maintenance	Updated to meet Standards for Training Packages Minor changes to Performance Criteria	Equivalent unit

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maintenance		for clarity	

Links

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Assessment Requirements for FBPPPL4002 Plan and coordinate production equipment maintenance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planned and coordinated maintenance for production equipment, on at least two separate occasions, including:

- obtaining information and planning maintenance requirements for production equipment
- establishing and documenting a maintenance schedule
- coordinating the implementation and maintenance schedule with appropriate personnel
- managing unplanned maintenance issues
- assessing equipment reliability and contributing to improved maintenance schedules and procedures
- managed work health and safety, environmental and food safety requirements and responsibilities associated with maintenance activities.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- maintenance approaches and differences between reactive, preventative and proactive maintenance models, including:
  - reliability centred maintenance (RCM)
  - total productive maintenance (TCM)
- company systems, processes and responsibilities for:
  - collecting equipment condition information
  - analysing information
  - carrying out required servicing and maintenance
- sources of data on equipment performance and maintenance requirements, related recording systems and data analysis tools, including:
  - manufacturer specifications

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    - equipment capability data
    - condition monitoring data
    - equipment operation/performance reports and log sheets
    - workplace environmental guidelines
- maintenance requirements and scheduling processes, including:
    - production process
    - impact of scheduling on production
    - maintenance activities
    - maintenance priorities
    - effect on related activities, including purchasing and contract management
- factors that influence the reliability of equipment, including:
    - equipment capability
    - equipment/process design
    - operating conditions and practices
- methods used to measure effectiveness of maintenance, including:
    - plant availability
    - cost of maintenance
    - downtime
    - alternate resource utilisation
- work health and safety, environmental and food safety requirements and responsibilities associated with maintenance activities
- relevant personnel and departments to be consulted/notified of maintenance schedule and related amendments, including the information relevant to each group/person
- conditions that can affect achievement of the maintenance schedule, including:
    - unusual or unplanned conditions
    - related options for response to equipment breakdowns/emergencies
- communication skills to consult and communicate with relevant personnel
- recording systems and requirements, including relevant software packages
- process improvement procedures for production equipment
- capacity of maintenance service suppliers to provide required services.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - production equipment
- specifications:
    - maintenance scheduling system and associated information and communication systems

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- relevant standard operating procedures (SOPs)
- workplace information recording systems, requirements and procedures
- access to Work Health and Safety Acts or Occupational Health and Safety Acts, regulations and related industry standards and codes of practice
- workplace environmental requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPPPL4003 Schedule and manage production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to plan, monitor and adjust schedules to meet operational requirements for production activities.

The unit applies to individuals who take responsibility for their own work and provide and communicate solutions to others with some responsibility for planning and scheduling production.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Identify production requirements	1.1 Use forecast and sales information to identify production requirements according to workplace procedures 1.2 Identify production priorities to satisfy demand
2 Confirm resource requirements for production requirements	2.1 Check stock levels of raw materials, ingredients, packaging components and consumables are available and can fulfil production requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	2.2 Check equipment capacity and status are ready and available for production activities according to workplace procedures 2.3 Ensure human resources are available against production requirements
3 Develop and communicate the production schedule	3.1 Develop the production schedule to meet demand and delivery timelines within production capacity and budget 3.2 Ensure the production schedule takes account of stock levels, storage capacity, equipment capacity and product mix to minimise stock and product holdings and maximise production efficiency 3.3 Record the production schedule in the appropriate workplace format 3.4 Make available the production schedule to relevant personnel in a timely manner
4 Monitor production schedule	4.1 Monitor production to identify actual and potential barriers to achieving the schedule 4.2 Monitor resource usage rates to identify potential shortages 4.3 Identify, assess and address unplanned events that could affect the schedule
5 Adjust production schedules	5.1 Adjust production schedules to take account of identified changed conditions 5.2 Negotiate and communicate changes to the production schedule to relevant personnel in a timely manner 5.3 Identify resource implications of amended schedules and access resources to meet requirements 5.4 Identify and communicate potential failure to meet delivery deadlines to relevant personnel in a timely manner 5.5 Amend schedule documentation as required to meet workplace reporting requirements
6 Review production schedule development process	6.1 Review the production scheduling process to identify opportunities for improvement 6.2 Identify, investigate and report variances in production against schedule to appropriate personnel 6.3 Consult personnel responsible for implementing the schedule to identify improvement opportunities

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	6.4 Revise the scheduling process to reflect improvements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Analyses and consolidates test results and data from a range of sources, against defined criteria and requirements
Writing	• Writes, edits and proofreads documents to ensure clarity of meaning, and accuracy and consistency of information
Numeracy	• Performs mathematical calculations to analyse labour, costs and quantities to accurately produce schedules and manage resources and budget
Oral communication	• Uses collaborative and inclusive techniques, including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information and to confirm understanding
Navigate the world of work	• Accepts responsibility and ownership for the task and makes decisions on completion parameters and the need of coordination with others
Interact with others	• Selects and uses appropriate conventions and protocols when communicating with clients and co-workers in a range of work contexts • Elicits feedback and provides feedback to others in order to improve workgroup behaviours
Get the work done	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Applies systematic and analytical decision-making processes for complex and non-routine situations • Investigates new and innovative ideas as a means to continuously improve, work practices and processes • Monitors progress of plans and schedules, and reviews and changes them to meet new demands and priorities

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL4003 Schedule and manage production	FDFPPL4003A Schedule and manage production	Updated to meet Standards for Training Packages Minor Changes to PCs for clarity	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL4003 Schedule and manage production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has scheduled and managed production on at least one occasion, including:

- confirming production requirements and resource implications
- establishing and documenting a production schedule
- coordinating implementation of production schedule
- ensuring production schedule is communicated and reported to all appropriate personnel
- identifying and managing unplanned production issues and amending the process
- reviewing and assessing production outcomes against schedule and making required adjustments to plans.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- role and scope of the scheduling function, including:
  - flow of information to and from the scheduling process
  - impact of scheduling for related planning, purchasing, production and despatch processes
- factors to be taken into account in planning the schedule, including the inter-relationships between factors, including:
  - customer requirements
  - stock levels and supply options
  - use-by codes
  - production capacity and availability
  - labour requirements and availability
  - product compatibility

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    - capacity of related processes and/or storage facilities
    - transport capacity
- consequences of failing to meet delivery timelines, including:
    - customer expectations
    - stock-out fines
    - effects on customer relationship
- company's preferred approach to managing customer relations
- planning process and efficiencies to meet production requirements, including:
    - stock shelf-life of product and consumables
    - product compatibility characteristics of raw materials/ingredients
    - packaging components
    - availability of consumables
- equipment capacity to ensure that production quantities and timelines are achievable
- methods used to monitor actual-to-planned production and key performance indicators (KPIs)
- communication strategies used when consulting relevant personnel and departments for production schedule and related amendments
- conditions that can affect achievement of schedule, including conditions that are unusual or unplanned and related options for response
- options for maximising resource utilisation and minimising waste, including options for alternate resource allocation in response to unplanned events
- recording systems and requirements required for planning and scheduling production
- process improvement procedures for production activities
- competencies required by the work process and competencies required by the work team.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - production area and related functions and resources
- specifications:
    - relevant standard operating procedures (SOPs)
    - scheduling systems and associated information and communication systems
    - workplace information recording systems, requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL4005 Manage supplier agreements and contracts

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to manage internal and external agreements for the supply of goods and/or services.

The unit applies to individuals with an understanding of supply chain relationships and arrangements who are responsible for the evaluation and management of new and existing contractual arrangements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish contractual arrangements	1.1 Document and agree specifications for the delivery of goods and/or services according to workplace procedures 1.2 Develop and document criteria for selection of suppliers according to workplace procedures 1.3 Identify and assess potential suppliers against selection criteria

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Select preferred supplier according to the selection criteria and workplace procedures 1.5 Negotiate, agree and document supply contracts with parties 1.6 Develop contingency plans in the event of supplier failure to deliver
2. Administer and evaluate delivery of goods and/or services against agreements	2.1 Assess the quality of goods and services supplied against specifications 2.2 Determine and document non-compliance and implement corrective action within the terms of contractual arrangements 2.3 Manage relationships with suppliers to support effective delivery according to workplace procedures 2.4 Review and renegotiate vendor agreements as required to ensure timely delivery and cost-effective supply of quality goods and services

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Analyses and consolidates information and data from a range of sources, against defined criteria and requirements, and checks for accuracy and completeness
Writing	• Accurately records information, prepares contracts and correspondence using clear language and organisational formats and protocols
Numeracy	• Applies modelling skills to identify, analyse and evaluate costings, production scheduling, time durations and human resource allocations for contract development and monitoring
Oral communication	• Uses collaborative and inclusive techniques including active listening, questioning and verbal and non-verbal signals to convey and clarify information and to confirm understanding during negotiations
Navigate the world of	• Takes responsibility for following explicit and implicit policies, procedures and legislative requirements for contract development

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Skill	Description
work	
Interact with others	• Implements strategies for a diverse range of colleagues and clients in order to build rapport and foster strong relationships
Get the work done	• Monitors progress of production plans and schedules, and reviews and manages them to meet new demands and priorities • Applies systematic and analytical decision-making processes for complex and non-routine situations • Investigates new and innovative ideas as a means to develop contacts through negotiation and analytical thinking

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL4005 Manage supplier agreements and contracts	FDFPPL4007A Manage supplier agreements and contracts	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL4005 Manage supplier agreements and contracts

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed internal and external agreements for the supply of goods and/or services on at least two separate occasions, including:

- determining resource requirements for work area
- establishing contractual conditions and determining most suitable supplier
- monitoring supply against agreements and contracts, and promptly identifying and acting on variances
- establishing supply contingencies
- maintaining relationships with suppliers to support service.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- approaches to supply chain management, including:
  - customer-led models and efficient consumer response (ECR)
  - contrast between independent company operations versus chain partnership arrangements
  - the implications of a supply chain approach for the nature of the relationships between the company and its suppliers, including level of information sharing and cooperation
- the company's approach to supply chain management, and related systems and documentation in place to support internal management and supplier relationship management, including levels of authority
- appropriate technical knowledge to determine capacity of a supplier to deliver and to assess quality of goods/service supplied
- legal rights and responsibilities of both the company and the supplier

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- the role of benchmarking in determining appropriate criteria for supplier selection and contract management
- appropriate measures of contract delivery and relative importance/weighting given by the company
- induction and duty of care responsibilities for contractors working on-site where relevant.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - sample agreements and documents
  - technical support and advice as appropriate
- specifications:
  - workplace procurement policies and related documentation and systems
  - relevant legislation, codes of practice and agreements
  - information management systems, including planning, recording and reporting systems
- relationships (internal and/or external):
  - access to suppliers of goods and services.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL4006 Manage a work area within budget

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to plan, allocate and monitor work to achieve required outcomes within budget allocations.

The unit applies to individuals who are team leaders and are typically required to reach decisions on resource utilisation within budget constraints, and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and plan within budget parameters	1.1 Determine budget requirements and parameters for work area 1.2 Determine, confirm and allocate resources to achieve production schedule within budget and according to workplace policy
2. Monitor resource utilisation against budget	2.1 Monitor performance to identify actual or potential variance to budget

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	2.2 Identify, investigate and report variances to budget according to workplace reporting requirements 2.3 Determine and communicate potential failure to achieve targets within budget to appropriate personnel in a timely manner 2.4 Take action to minimise negative impact of variance
3. Communicate budget information	3.1 Make budget information available to relevant personnel in a timely manner 3.2 Report budget information in the appropriate format and timelines according to workplace reporting requirements 3.3 Make contributions to the development of workplace budgets

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Analyses and consolidates information and data from a range of sources, against defined criteria and requirements and checks for accuracy and completeness
Writing	• Prepares and produces documents and reports that convey complex relationships between performance data and budget for further analysis
Numeracy	• Performs mathematical calculations to analyse financial information, costs and values to accurately determine performance
Oral communication	• Presents complex financial information in formal situations using clear and convincing language, tone and pace appropriate for the audience and purpose
Navigate the world of work	• Takes responsibility for following explicit and implicit policies, procedures and legislative requirements
Interact with others	• Selects and uses appropriate conventions and protocols when communicating budget outcomes with co-workers
Get the work done	• Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more

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Skill	Description
	complex and non-routine situations • Contributes to continuous improvement of budget and work practices by applying principles of analytical thinking

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL4006 Manage a work area within budget	FDFPPL4006A Manage a work area within budget	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL4006 Manage a work area within budget

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed a work area within budget, on at least one occasion, including:

- determining resource requirements for work area
- establishing budget and allocations for work area
- monitoring performance against budget targets and promptly identifying and acting on variances to minimise impact
- ensuring budget is communicated and reported to all appropriate personnel.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the basis on which budgets developed for the work area are constructed, including:
  - what information is provided to budget planners
  - how to read and interpret budget information
  - how to apply budget information
  - monitoring/reviewing work performance
- basic accounting concepts, including:
  - fixed and variable costs
  - rate of return
  - methods of allocating indirect costs
  - methods of measuring investment value
- accounting models, including:
  - the difference between traditional accounting approaches and more recent developments

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  - accounting implications of value added management
  - life-cycle costing
  - triple bottom line
- company approach to cost management so that decisions on resource allocation are within both budget allocations and company philosophy/preferred approach
- resource requirements to meet production and related costs
- process knowledge to identify factors likely to impact on achieving budget
- relevant personnel and departments to be consulted/advised of budget information, including:
  - information relevant to each group/person
  - the importance of providing accurate and timely information to each of the stakeholders
- options for maximising resource utilisation and minimising costs
- budget recording and reporting systems and requirements
- process improvement procedures for managing budgets.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - resource and budget allocations
  - work performance information
- specifications:
  - cost management specifications and requirements
- relationships:
  - opportunities to interact with others using typical workplace communication processes

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL4007 Manage internal audits

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency covers the skills and knowledge required to support the management of internal audit processes across a range of programs.

This unit applies to individuals who conduct internal audit processes to support externally audited programs. In this context, auditing must occur in an area that the person is not directly responsible for and where they are required to follow a formal, structured process. In addition to this standard, an auditor would typically work within the audit procedures as outlined in the relevant International Organization for Standardization (ISO) standard.

When conducting a food safety audit, *FBPAUD4003 Conduct food safety audits* should be used.

No occupational licensing or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan an audit	1.1 Negotiate and agree on the purpose and scope of the audit 1.2 Identify and secure information and resources required to conduct

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	the audit 1.3 Develop and negotiate an audit schedule to meet audit scope and timelines
2. Prepare for an audit	2.1 Determine audit information sample and collection tools 2.2 Identify and communicate roles, responsibilities and authority levels of the audit team to audit team members as appropriate 2.3 Inform affected work areas and personnel of schedule, and advise of their role in the process
3. Monitor the audit process	3.1 Ensure information collected is adequate, representative and meets audit requirements 3.2 Analyse information to assess adequacy of performance against program objectives 3.3 Review records to confirm compliance with the program 3.4 Observe compliance with the program in the workplace 3.5 Identify issues requiring corrective action 3.6 Address obstacles to achieving audit within agreed timelines
4. Report and follow up audit outcomes	4.1 Report situations presenting an imminent and serious risk to the program objectives in accordance with reporting requirements and workplace procedures 4.2 Prepare audit reports to address audit scope requirements 4.3 Communicate the results of the audit to appropriate personnel according to audit purpose and requirements and workplace procedures 4.4 Develop and negotiate a corrective action plan within level of responsibility 4.5 Monitor and confirm implementation of corrective action as set out in the corrective action plan 4.6 Ensure that breaches in corrective action plan are followed up, and action is taken or reported according to level of responsibility and audit purpose

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Analyse documentation from a variety of sources to determine and compare audit requirements
Writing	• Prepare and produce documentation using clear and detailed language in order to convey explicit information, requirements and recommendations for audits

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL4007 Manage internal audits	FDFPPL4008A Manage internal audits	Updated to meet Standards for Training Packages Prerequisites removed Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL4007 Manage internal audits

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has managed at least one internal audit, including:

- determining scope of and purpose of audit
- scheduling audit and making required arrangements
- establishing information collection parameters
- selecting information collection techniques
- collecting and analysing information
- ensuring compliance with workplace procedures
- developing and communicating required corrective action plan
- completing workplace records as required.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the purpose and intent of the program being audited, including the requirements of relevant national, state and local government legislation relating to program purpose and requirements
- auditor roles, responsibilities and legal obligations as relevant to the audit purpose, including:
  - responsibilities of both internal and external auditors
  - different types of auditors and of authorised officers who may be involved in the audit program
- legal responsibilities for reporting imminent and serious non-conformities
- audit requirements relating to work health and safety and quality environmental management audits

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- requirements and procedures for certification/registration of auditors and authorised officers according to audit type
- frequency and scope of audit requirements to meet legal obligations
- appropriate ethical conduct of auditors as set out in codes of ethics of auditors, and additional requirements as may be determined by the workplace
- the purpose and stages involved in the audit process, including compliance with International Organization for Standardization (ISO) audit standards as appropriate to audit requirements
- workplace information and related information management systems
- techniques for collecting information, including:
  - appropriate sampling techniques
  - information collection methods
  - the strengths and weaknesses of each method to ensure data is adequate and representative
  - an understanding of techniques identified in the relevant ISO standard.
- data analysis methods relevant to the audit process
- communication skills and techniques, including appropriate questioning, observation and related communication skills to support information collection, appropriate to the workplace
- technical knowledge relevant to the program being audited in order to verify the adequacy of:
  - workplace safety processes and standards
  - control methods, including industry standards/practice
  - monitoring and recordkeeping
  - validation processes
  - corrective action/process improvement procedures
- where program control methods or limits vary from industry standards or where there are no industry standards, technical knowledge required to assess data used by the business to validate acceptable limits (this may be addressed by identifying and involving appropriate technical expertise)
- information management and communication systems to document and communicate audit outcomes in appropriate formats.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - workplace program and related documentation
- specifications:
  - relevant legislation

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- audit procedures and standards, including any external standards relevant to the audit, including ISO standards
- advice on related technical industry standards and codes of practice
- information systems and data collection technology.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPPPL5001 Design and maintain programs to support legal compliance

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to design, review and maintain programs to support policy implementation and regulatory compliance.

This unit applies to individuals who work in areas such as health and safety in the workplace, environmental management, food safety, quality and Good Manufacturing Practice (GMP). In workplaces where workplace programs are already in place, the outcomes of this unit can apply to the assessment and review of such programs. Programs involve hazard identification, risk assessment and control.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish workplace program and operating requirements	1.1 Ensure the workplace program reflects workplace policy objectives 1.2 Identify, negotiate and agree roles and responsibilities to support

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	implementation 1.3 Identify and secure resources required to support implementation
2. Establish consultative arrangements	2.1 Establish consultative mechanisms to encourage input from workplace personnel and their representatives 2.2 Ensure information on consultation processes is available, appropriate and accessible 2.3 Establish procedures to ensure that issues raised are promptly addressed 2.4 Establish procedures to ensure that the outcomes of consultation are promptly communicated
3. Develop program procedures	3.1 Ensure procedures outline the process for identifying and reporting actual and potential hazards 3.2 Document risk assessment and control measures, and take account of the hierarchy of control 3.3 Define corrective action and emergency response procedures 3.4 Establish procedures to review program adequacy and effectiveness 3.5 Monitor program implementation to ensure procedures are followed and effective
4. Review program information and recording systems	4.1 Record information to meet program and legislative requirements 4.2 Ensure record formats and systems are appropriate and accessible to users
5. Establish or review training arrangements to support program implementation and maintenance	5.1 Identify roles and responsibilities of participants involved in implementing the program 5.2 Identify mentoring, coaching and training requirements for each role 5.3 Provide mentoring, coaching and training support to meet the identified needs
6. Maintain a workplace program	6.1 Provide information on program purpose, requirements, roles and responsibilities in formats appropriate to purpose and audience 6.2 Follow program procedures, and identify and address supervisory responsibilities 6.3 Analyse workplace program records to identify patterns of

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	non-conformance and opportunities for ongoing improvement 6.4 Address hazard identification, risk assessment and control when planning, designing and reviewing change in the workplace 6.5 Ensure evaluation of program effectiveness takes account of developments in best practice to support continuous program improvement 6.6 Establish and communicate program audit procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Analyse documentation from a variety of sources to determine compliance requirements
Writing	• Write, edit and proofread documents to ensure clear purpose and accuracy • Develop procedures for a specific audience using clear language in order to convey explicit information, requirements and recommendations
Navigate the world of work	• Work independently or with others in making decisions to achieve organisation outcomes • Ensure knowledge of legislative requirements is kept up-to-date in order to create and provide accurate information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL5001 Design and maintain programs to	FDFPPL5001A Design and maintain programs to support	Updated to meet Standards for Training Packages	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
support legal compliance	legal compliance	Prerequisites removed	

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL5001 Design and maintain programs to support legal compliance

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has designed (or reviewed) and maintained programs to support legal compliance on at least one occasion, including:

- identifying the legal and regulatory framework for the program
- defining the parameters of the program
- determining compliance requirements for the program and conducting risk analysis
- identifying and engaging relevant personnel through consultative mechanisms
- designing and/or developing program procedures to ensure compliance
- completing detailed reporting to support the maintenance of compliance
- providing support to personnel to ensure compliance
- reviewing and monitoring program to ensure compliance is maintained.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- objectives of legislation, regulations and relevant codes of practice relating to the program area, including the roles of relevant regulatory bodies
- existence of International Organization for Standardization (ISO) 22000:2005 Food safety management systems, ISO 22003:2013 Food safety management systems, and ISO 10393:2013 Consumer product recall
- company policy objectives, related legal requirements and workplace context, including:
  - resource capacity
  - authority levels

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    - existing systems and processes, including consultation processes, development/training systems, process improvement, document control and recording requirements
- workplace program objectives, their relationship to policy objectives and to related programs, including the benefits of the program for the company, employees and the wider community as appropriate
- the concept of a management system as it applies to the program area
- the advantages and disadvantages of stand-alone and integrated programs, including:
    - variations in legal obligations and compliance systems
    - objectives and structure of related policies and programs, as well as consideration of audit trails, as appropriate
- principles and processes for hazard identification, risk assessment and control
- the program area and/or internal and external experts and resources to support design and implementation
- the circumstances, conditions or practices likely to result in program non-compliance, and related control options
- technical knowledge and/or access to technical expertise to ensure adequacy of risk control methods and response to non-compliance/emergencies
- problem-solving and process improvement techniques and processes
- program review methods and responsibilities, including internal audit arrangements, as well as external audit arrangements, and where the program supports legal compliance obligations, requirements and frequency of audits.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
    - technical support and advice as appropriate to the program area
- specifications:
    - workplace policies, business and performance plans and budgets
    - relevant legislation, codes of practice and agreements
    - workplace procedures and related management systems relevant to the program area.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK1001 Finish products

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to prepare finishing mediums and finish baked products in a food preparation environment.

The unit applies to individuals who undertake defined routine work activities under supervision. This includes identifying and reporting simple issues and problems.

All work must be carried out to comply with workplace procedures, in accordance with state/territory food safety, and health and safety, regulations and legislation that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product finishing task requirements with supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify and report work health and safety hazards to supervisor 1.3 Select and wear personal protective equipment as directed 1.4 Check work area and personal hygiene meet food safe conditions 1.5 Select finishing equipment and check readiness for use 1.6 Select finishing ingredients and check quality and quantity
2. Prepare finishing materials	2.1 Measure ingredient quantities to meet recipe specification 2.2 Combine and mix ingredients to make finishing mediums 2.3 Identify finishing medium problems, and report to supervisor
3. Apply finishes	3.1 Use finishing techniques to apply finishing mediums to products 3.2 Portion finished products as directed 3.3 Check finished products, and report identified problems to supervisor 3.4 Store finished products to meet food safe conditions
4. Complete work	4.1 Clean equipment and work area to meet food safe conditions 4.2 Dispose of waste according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret key information from simple recipes, ingredient labels and simple end-product specifications
Oral communication	• Listen to simple instructions • Ask clarifying questions and respond to answers
Numeracy	• Locate and interpret numerical information in simple recipes and product labels • Estimate approximate quantities, and use equipment to measure ingredient weights and volumes

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK1001 Finish products Release 2	FBPRBK1001 Finish products Release 1	Foundation Skills refined Reference to 'pallet knives' removed from Assessment Conditions Typo fixed in Knowledge Evidence	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK1001 Finish products

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has finished baked products, including:

- finishing at least one of the following three products:
  - simple sponge cakes
  - simple breads
  - simple non laminated pastries
- preparing and using at least three of the following nine finishing mediums:
  - seeds
  - savoury topping
  - egg wash
  - cream
  - icing
  - glaze
  - icing sugar
  - coconut or nuts
  - fruits
- using at least four of the following finishing techniques:
  - piping or spreading icing
  - simple piping using piping bags and nozzles for cream or icing
  - applying seeds to bread products
  - pre-prove scoring bread products
  - pre-bake finishing non laminated pastry products
  - post-bake finishing non laminated pastry products
  - post-bake finishing sponge cake products

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- applying savoury toppings to bread products
- post-bake finishing products with coconut or nuts
- glazing
- dusting
- dipping.

The applied finishing must meet the supervisor instructions.

The finished product must be stored in food safe conditions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment (PPE), applicable to finishing products
- food safe conditions applicable to using and storing finishing mediums, including:
  - temperature
  - containers
  - date labelling
  - sanitary cleanliness
- types and storage conditions of finishing mediums, including:
  - seeds
  - savoury toppings
  - egg wash
  - creams
  - icings
  - glazes
  - icing sugar
  - coconut or nuts
  - dried fruits
- finishing techniques used to finish baked products, including:
  - simple sponge cakes
  - simple breads
  - simple non laminated pastries
- basic functions, safe use and cleaning methods of finishing equipment
- techniques for measuring ingredient quantities, including:
  - by weight
  - by volume
  - by count
  - by estimation
- basic principles of portioning products

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- product storage requirements, including refrigeration and room temperature storage
- basic product finishing terminology.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food preparation or processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - bowls
  - piping bags and nozzles
  - scrapers
  - knives
  - products required to be decorated in the Performance Evidence
  - ingredients that meet finishing mediums required in the Performance Evidence
  - cleaning products and tools
- specifications:
  - simple recipe specifications for preparation of finishing mediums and finishing instructions required in the Performance Evidence
  - simple end-product quality requirements to meet the product and finishing types required in the Performance Evidence
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPRBK2001 Assist non laminated pastry production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to assist in the production of non laminated pastry products in a food preparation environment.

The unit applies to individuals who undertake routine work, including identifying and solving predictable problems under supervision.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm work requirements for non laminated pastry production with supervisor 1.2 Identify and report work health and safety hazards to supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Select and wear personal protective equipment according to safety requirements 1.4 Check work area and personal hygiene meet food safe conditions 1.5 Select equipment and check readiness for use 1.6 Select ingredients and check quality and quantity 1.7 Prepare foils and trays for use
2. Mix and form pastry doughs	2.1 Measure ingredient quantities to meet recipe specification 2.2 Load, operate and monitor equipment to mix non laminated pastry dough 2.3 Roll and form dough to meet product type, and form into foils or place on trays 2.4 Check non laminated pastry dough to identify routine pastry problems, and report to supervisor
3. Bake pastry products	3.1 Confirm dough readiness and baking settings with supervisor 3.2 Set and warm oven to prepare for baking 3.3 Fill unbaked non laminated pastry products as required to meet product type 3.4 Load oven and monitor baking to achieve even bake 3.5 Unload and cool baked products to meet product type 3.6 Fill baked non laminated pastry product as required to meet product type 3.7 Check baked products to identify routine baked non laminated pastry product faults, and report to supervisor
4. Complete work	4.1 Clean equipment and work area to meet food safe conditions 4.2 Dispose of waste according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interprets key information from recipe specifications, ingredient labels and end-product specifications
Numeracy	• Identifies and comprehends measurements, including ingredient quantities in recipe specifications, dates on ingredient labels, mixing times and speeds, baking temperatures and times, and dough and baked product dimensions • Estimates approximate quantities, and uses equipment to measure weights, volumes and dimensions • Uses understanding of three-dimensional shapes to form dough and check non laminated pastry product shapes
Oral communication	• Uses listening and questioning techniques to communicate and obtain specific information and confirm understanding
Navigate the world of work	• Follows explicit procedures immediately relevant to own role
Interact with others	• Follows clearly defined instructions, seeking assistance when necessary
Get the work done	• With assistance, sequences and implements the steps involved in assisting non laminated pastry production • Uses digital technologies to set process parameters

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK2001 Assist non laminated pastry production	FDFRB2005A Assist cake, pastry and biscuit production	Redesigned unit that includes content from previous unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK2001 Assist non laminated pastry production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has assisted non laminated pastry production, including:

- assisting production of the following three non laminated pastry products:
  - unfilled non laminated pastry product
  - filled non laminated pastry product with sweet pastry and sweet filling
  - filled non laminated pastry product with savoury pastry and savoury filling
- incorporating the following two filling techniques:
  - pre-bake filling
  - post-bake filling
- incorporating the following six production processes and techniques:
  - filling using a sweet filling
  - filling using a savoury filling
  - forming pastry products
  - cutting non laminated pastry
  - rolling non laminated pastry
  - baking non laminated pastry products
- baking using the following two pastry equipment types:
  - pastry foils or tins
  - baking trays
- checking the bake of the non laminated pastry by baked colour.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment applicable to assisting in pastry production
- food safe conditions applicable to assisting in pastry production
- types and storage requirements for:
  - flour
  - eggs
  - fats
- types of ingredient checks, including:
  - type
  - quantity
  - use-by date
  - damaged packaging
- pastry production processes, including:
  - mixing ingredients
  - shaping pastry doughs
  - pre-bake filling
  - post-bake filling
  - baking pastries
- techniques for measuring ingredients, including:
  - by weight
  - by volume
  - by count
  - by estimation
- typical baking parameters, including oven temperatures
- required characteristics of non laminated pastry doughs, including softness and feel
- required characteristics of baked pastry products, including:
  - baked colour
  - baking shrinkage
- techniques for cleaning the work area used in pastry production
- techniques for disposing of waste from pastry production
- basic pastry product and process terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a food preparation environment

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- resources, equipment and materials:
  - personal protective equipment (PPE)
  - sink and wash area
  - mixing equipment
  - rolling pin
  - pastry foils or tins
  - baking trays
  - electronic or analogue scales
  - oven suitable to bake products specified in the performance evidence
  - ingredients to create the pastry products specified in the performance evidence
- specifications:
  - supervisor instructions
  - end-product specifications for the pastry products specified in the performance evidence
  - a production schedule for non laminated pastry that includes product quality requirements, scheduling, recipes to suit output requirements, sequence and mixing processes and baked parameters
- relationships (internal and/or external):
  - supervisor
- timeframes:
  - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPRBK2002 Use food preparation equipment to prepare fillings

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to prepare fillings for use in bread, cake or pastry products using food preparation equipment in a commercial baking environment.

The unit applies to individuals who undertake routine work under supervision. This includes identifying and providing solutions to a limited range of predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm baked product filling types and volumes with supervisor 1.2 Identify and report work health and safety hazards to supervisor 1.3 Select and wear personal protective equipment according to safety

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.4 Check work area and personal hygiene meet food safe conditions 1.5 Select food preparation equipment and check readiness for use 1.6 Check knives are sharp and ready for use 1.7 Select ingredients and check quality and quantity 1.8 Thaw, condition and reheat ingredients as required in food safe conditions to prepare for use
2. Prepare fillings	2.1 Measure ingredient quantities to meet recipe specification 2.2 Prepare ingredients using knives to make cuts 2.3 Blend and thicken cold fillings to meet recipe specifications 2.4 Blend and cook hot fillings to meet recipe specifications 2.5 Check fillings to identify routine filling faults, and report to supervisor 2.6 Cool cooked fillings to meet food safe conditions 2.7 Store prepared fillings to meet food safe conditions
3. Complete work	3.1 Clean equipment and work area to meet food safe conditions 3.2 Dispose of waste according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipe specifications and ingredient labels
Numeracy	• Identifies and interprets numerical information in recipes, including quantities, mixing speeds and times, and cooking temperatures and times • Uses understanding of angles, linear dimensions and shapes to cut ingredients to size and shape • Estimates approximate quantities, and uses equipment to measure

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Skill	Description
	ingredient weights and volumes
Oral communication	• Uses listening and questioning techniques to communicate and obtain specific information and confirm understanding
Navigate the world of work	• Follows explicit procedures immediately relevant to own role
Interact with others	• Follows clearly defined instructions, seeking assistance when necessary
Get the work done	• With assistance, sequences and implements the steps involved in preparing fillings

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK2002 Use food preparation equipment to prepare fillings	FDFRB2002A Prepare fillings	Updated to meet Standards for Training Packages Changes to food preparation equipment and techniques	No equivalent unit

Links

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Assessment Requirements for FBPRBK2002 Use food preparation equipment to prepare fillings

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has used food preparation techniques to prepare fillings, including:

- preparing and using the following ingredients in fillings:
  - fruit
  - meat and vegetables or poultry and vegetables
  - dairy
- preparing the following three types of fillings:
  - cold fruit filling
  - hot meat and vegetables or hot poultry and vegetables filling
  - hot custard filling
- checking condition of ingredients used, including:
  - any indicators of food spoilage
  - quality
  - use-by date
  - damaged packaging
- using the following nine items of food preparation equipment:
  - knife sharpening steels or stones
  - cook’s knife
  - paring knife
  - scales
  - peelers, corers or slicers
  - thermometers
  - whisks: fine or coarse stainless steel wire
  - cutting boards

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    - cooking pots
- preparing and cutting fruits and vegetables
- using the following three cooking activities:
    - boiling
    - shallow frying (pan-fry, sauté or stir-fry)
    - microwaving.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment (PPE), applicable to using food preparation equipment to prepare fillings
- food safety conditions applicable to using food preparation equipment to prepare fillings
- types and storage requirements of ingredients, including:
    - fruit and vegetables
    - dairy products
    - meat and poultry
    - custard
- cookery methods, including:
    - boiling
    - shallow frying, including pan-fry, sauté or stir-fry
    - microwaving
- meaning and role of mise en place in the process of preparing and cooking fillings
- procedures for storing fillings, including refrigeration, freezing and shelf-life
- techniques for preparing and cutting fruit and vegetables, including:
    - cleaning
    - peeling
    - slicing
    - dicing
- time and temperature requirements for:
    - thawing
    - conditioning
    - reheating
    - cooking
    - cooling of cooked food
- safe use and functions of food preparation equipment, including:
    - knife sharpening steels and stones
    - cook’s knife
    - paring knife
    - scales

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    - peelers, corers and slicers
    - thermometers
    - fine and coarse stainless steel wire whisks
    - cutting boards
    - cooking pots
- techniques for measuring ingredients, including:
    - by weight
    - by volume
    - by count
    - by estimation
- typical cooking parameters, including:
    - cooking temperatures
    - cooking times
- required characteristics of fillings, including:
    - texture
    - consistency
    - flavour
- typical filling preparation faults, including:
    - undercooked and overcooked
    - incorrect ingredients
    - incorrect ingredient quantities
- contamination and cross-contamination risks associated with ingredients and processes
- techniques for cleaning equipment for food preparation
- techniques for cleaning the work area used for food preparation
- techniques for disposing of waste from food preparation
- filling and filling preparation terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - refrigeration unit with shelving
    - storage facilities
    - microwave
    - hot plates or cook tops
    - knife sharpening steels and stones
    - cook’s knife

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  - paring knife
  - scales
  - peelers, corers or slicers
  - thermometers
  - whisks: fine or coarse stainless steel wire
  - cutting boards
  - cooking pots
  - cleaning cloths
  - dustpans and brooms
  - garbage bins and bags
  - hand towel dispenser and hand towels
  - mops and buckets
  - separate hand basin for hand washing
  - sponges, brushes and scourers
  - tea towels
  - commercial cleaning and sanitising agents and suitable chemicals for cleaning bakeries, equipment and food storage areas
  - personal protective equipment (PPE)
  - ingredients that meet filling types required in the performance evidence
- specifications:
  - supervisor instructions
  - recipes that meet filling types required in the performance evidence
  - end-product specifications to meet filling types required in the performance evidence
- relationships (internal and/or external):
  - workplace supervisor
- timeframes:
  - according to work requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPRBK2003 Assist sponge cake production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to assist in the production of sponge cake products in a food preparation environment.

The unit applies to individuals who undertake routine work, including identifying and solving predictable problems under supervision.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm work requirements for sponge cake production with supervisor 1.2 Identify and report work health and safety hazards to supervisor 1.3 Select and wear personal protective equipment according to safety

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.4 Check work area and personal hygiene meet food safe conditions 1.5 Select equipment and check readiness for use 1.6 Select ingredients and check quality and quantity 1.7 Prepare tins and trays for use
2. Prepare batters	2.1 Measure ingredient quantities to meet recipe specifications 2.2 Load, operate and monitor equipment to mix sponge batters 2.3 Check sponge batters to identify routine batter faults, and report to supervisor
3. Bake sponge cake products	3.1 Confirm baking readiness and baking settings with supervisor 3.2 Deposit batters into tins or trays, and set oven temperature to prepare for baking 3.3 Load oven and monitor baking to achieve even bake 3.4 Unload and cool products to meet product type 3.5 Check baked products to identify routine baked sponge cake product faults, and report to supervisor
4. Decorate sponge cake products	4.1 Confirm decorating requirements with supervisor 4.2 Assemble decorating ingredients and equipment, and prepare for use 4.3 Apply decorating materials to meet decorating requirements 4.4 Check decorated products to identify routine decorating problems, and report to supervisor
5. Complete work	5.1 Clean equipment and work area to meet food safe conditions 5.2 Dispose of waste according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interprets key information from recipe specifications, ingredient labels and end-product specifications
Numeracy	• Identifies and comprehends measurements, including ingredient quantities in recipe specifications, dates on ingredient labels, mixing times and speeds, baking temperatures and times, and end-product dimensions • Estimates approximate quantities, and uses equipment to measure weights, volumes and dimensions • Uses understanding of three-dimensional shapes to check sponge cake product shapes
Oral communication	• Uses listening and questioning techniques to communicate and obtain specific information and confirm understanding
Navigate the world of work	• Follows explicit procedures immediately relevant to own role
Interact with others	• Follows clearly defined instructions, seeking assistance when necessary
Get the work done	• With assistance, sequences and implements the steps involved in assisting sponge cake production • Uses digital technologies to set process parameters

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK2003 Assist sponge cake production	FDFRB2005A Assist cake, pastry and biscuit production	Redesigned unit that includes content from previous unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK2003 Assist sponge cake production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has assisted sponge cake production, including:

- assisting production of the following four types of sponge cake products:
  - simple decorated sponge
  - sponge roll
  - individual portioned sponge product
  - cupcake
- mixing a premix sponge batter
- using the following two processes:
  - piping
  - hand depositing
- baking using sponge tins and baking trays
- testing the bake of sponges using the following two techniques:
  - skewer testing
  - physical pressing for baked quality
- applying the following five decorating techniques to sponges:
  - dipping
  - dusting
  - creaming
  - icing
  - jamming.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- workplace health and safety requirements, including personal protective equipment (PPE), applicable to assisting in cake production
- food safe conditions applicable to assisting sponge cake production
- types and storage requirements of ingredients, including:
  - premixes
  - eggs
  - sugar
- types of ingredient checks, including:
  - type
  - quantity
  - use-by date
  - damaged packaging
- types and purpose of cake production processes, including:
  - mixing sponge ingredients
  - hand depositing sponge batters
  - piping sponge batters
  - baking basic sponges
- techniques for preparing sponge tins and trays, including:
  - greasing
  - papering
- techniques for measuring ingredient quantities, including:
  - by weight
  - by volume
  - by count
  - by estimation
- typical baking parameters, including oven temperatures
- required characteristics of baked sponge products, including:
  - baked aeration
  - baked colour
- purpose and techniques for cleaning equipment, including:
  - round sponge tins
  - baking trays
  - small sponge tins or cupcake tins
- decorating techniques, including:
  - dipping
  - dusting
  - creaming
  - icing
  - jamming
- techniques for testing the bake, including:

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    - skewer testing
    - physical pressing for baked quality
- techniques for cleaning the work area for cake production
- techniques for disposing of waste from cake production
- sponge cake product and process terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a food preparation environment
- resources, equipment and materials:
    - personal protective equipment
    - sink and wash area
    - mixing equipment
    - baking trays and sponge tins
    - small sponge tins or cupcake tins
    - electronic or analogue scales
    - oven suitable to bake the sponge cakes specified in the performance evidence
    - ingredients to create the sponge cake products specified in the performance evidence
- specifications:
    - supervisor instructions
    - a schedule to support the production of basic cake, including product quality, sponge cake scheduling, recipes to suit output and batter requirements, sequence and mixing processes for sponge mixes, and baking parameters for sponge cake production
- relationships (internal and/or external):
    - supervisor
- timeframes:
    - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK2004 Assist basic bread production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to assist in the production of basic bread products in a food preparation environment.

The unit applies to individuals who undertake routine work, including identifying and solving predictable problems under supervision.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm work requirements for bread production with supervisor 1.2 Identify and report work health and safety hazards to supervisor 1.3 Select and wear personal protective equipment according to safety

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.4 Check work area and personal hygiene meet food safe conditions 1.5 Select equipment and check readiness for use 1.6 Select ingredients and check quality and quantity 1.7 Prepare trays and pans for use
2. Prepare bread dough	2.1 Measure ingredient quantities to meet recipe specifications 2.2 Load ingredients into mixer in required ingredient placement 2.3 Operate and monitor mixer to mix dough 2.4 Divide, scale, mould and rest dough to meet required dough size and shape 2.5 Final mould dough and load onto trays and pans 2.6 Prove dough ready for baking 2.7 Check dough to identify routine dough faults, and report to supervisor
3. Bake dough	3.1 Confirm dough readiness and baking settings with supervisor 3.2 Set and warm oven to prepare for baking 3.3 Load oven and monitor baking to achieve even bake 3.4 Unload and cool baked products to meet product type 3.5 Check baked products to identify routine basic bread product faults, and report to supervisor 3.6 Transfer basic bread products for presentation and storage in food safe conditions
4. Complete work	4.1 Clean equipment and work area to meet food safe conditions 4.2 Dispose of waste according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interprets key information from recipe specifications, ingredient labels and end-product specifications
Numeracy	• Identifies and interprets numerical information, including ingredient quantities in recipe specifications, dates on product labels, mixing times and speeds, baking temperatures and times, and finished product dimensions • Estimates approximate quantities, and uses equipment to measure weights, volumes and dimensions • Divides dough into equal portions by estimated weight • Uses understanding of three-dimensional shapes to mould and check basic bread product shapes
Oral communication	• Uses listening and questioning techniques to communicate and obtain specific information and confirm understanding
Navigate the world of work	• Follows explicit procedures immediately relevant to own role
Interact with others	• Follows clearly defined instructions, seeking assistance when necessary
Get the work done	• With assistance, sequences and implements the steps involved in assisting basic bread production • Uses digital technologies to set process parameters

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK2004 Assist basic bread production	FDFRB2004A Provide assistance for bread products	Updated to meet Standards for Training Packages Minor changes to elements and performance criteria to increase clarity	Equivalent unit

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Links

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Assessment Requirements for FBPRBK2004 Assist basic bread production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has assisted in the production of white bread products, including:

- preparing and mixing the following two dough types:
  - premix dough
  - instant dough/no time dough/scratch mix dough
- producing the following five bread product types:
  - round bread roll variety
  - long bread roll variety
  - bread loaf variety
  - basic plaited bread
  - savoury bread variety
- applying the following three techniques for moulding dough:
  - rounding
  - batons
  - plaiting
- baking basic bread using the following bread baking equipment:
  - bread tins
  - bread baking trays
- applying the following three finishing techniques:
  - pre-prove scoring
  - seeding
  - dusting.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment (PPE), applicable to assisting basic bread production
- food safe conditions applicable to assisting basic bread production
- types and storage requirements of ingredients, including:
  - premixes
  - flour
  - water
  - yeast
- the purpose of basic bread production processes, including:
  - mixing ingredients
  - moulding basic bread
  - proving basic bread
  - baking basic bread
- techniques for measuring ingredient quantities, including:
  - by weight
  - by volume
  - by count
  - by estimation
- techniques for preparing bread tins and trays, including oiling/greasing and paper lining
- typical baking parameters, including oven temperatures
- required characteristics of basic bread products, including:
  - baked colour
  - final shape
- techniques for cleaning the work area for bread production
- techniques for disposing of waste from bread production
- basic bread product and process terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a food preparation environment
- resources, equipment and materials:
  - personal protective equipment
  - sink and wash area
  - mixing equipment
  - electronic or analogue scales

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    - scrapers
    - baking trays and tins
    - oven suitable to bake the products specified in the performance evidence
    - ingredients that are needed to create the basic bread products specified in the performance evidence
- specifications:
    - supervisor instructions
    - end-product specifications for the basic bread products specified in the performance evidence
    - a production schedule to support the production of basic bread, including product quality, dough scheduling, recipes to suit output and dough requirements, sequence and mixing processes for premix doughs and scratch/no time/instant doughs, and baking parameters for basic breads
- relationships (internal and/or external):
    - supervisor
- timeframes:
    - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK2005 Maintain ingredient stores

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to maintain ingredient stores in a commercial baking environment.

The unit applies to individuals who undertake routine work under supervision. This includes identifying and providing solutions to a limited range of predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain stock quality	1.1 Confirm required stock food safe storage conditions with supervisor 1.2 Check date codes to identify out-of-date stock

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Inspect stock to identify damage and spoilage 1.4 Protect stock from cross-contamination to maximise use 1.5 Check stock to identify stock quality problems for supervisor
2. Maintain perishables quality	2.1 Identify perishables and confirm required food safe storage conditions with supervisor 2.2 Measure, record and check perishables temperatures meet food safe storage conditions 2.3 Rotate perishables to maximise use 2.4 Check perishables to identify stock quality problems for supervisor
3. Maintain stock levels	3.1 Confirm required stock levels with supervisor 3.2 Use safe manual handling techniques to handle ingredient stores 3.3 Check ingredient levels and replenish as needed to maintain required levels 3.4 Clean ingredient storage equipment to meet food safe conditions 3.5 Complete store records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from stock labels
Writing	• Completes stores records using required format and language
Numeracy	• Identifies and comprehends measurements, including stock volumes • Interprets safe food condition temperature range requirements for perishables and stores
Oral communication	• Uses listening and questioning techniques to communicate and obtain specific information and confirm understanding
Navigate the world of	• Follows explicit procedures immediately relevant to own role

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Skill	Description
work	
Interact with others	• Follows clearly defined instructions, seeking assistance when necessary

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK2005 Maintain ingredient stores	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK2005 Maintain ingredient stores

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has maintained ingredient stores, including:

- maintaining the following six types of bakery stock:
  - dairy ingredients
  - frozen ingredients
  - tinned ingredients
  - raw ingredients
  - refrigerated goods
  - dry goods
- checking stock temperatures and storage temperatures for perishables
- undertaking rotation of stock
- identifying and reporting out-of-date stock during the rotation of stock
- cleaning the following six types of storage equipment:
  - dry storage tubs or bins
  - dry storage area
  - frozen storage area
  - small plastic containers with lids
  - refrigerated storage area
  - spray bottles.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- workplace health and safety requirements, including safe manual handling techniques, applicable to maintaining ingredient stores
- food safety conditions applicable to maintaining ingredient stores
- types, safe handling and storage requirements of bakery stock, including:
  - dairy ingredients
  - frozen ingredients
  - tinned ingredients
  - raw ingredients
  - refrigerated goods
  - dry goods
- types of ingredient containers and signs of damage and spoilage, including:
  - dry storage tubs and bins
  - small plastic containers
  - dry storage bags
  - refrigerated storage
  - canned goods
  - sealed bags
  - perishable items
  - spray bottles
- techniques for protecting ingredients from cross-contamination
- types of ingredient quality checks, including:
  - type
  - quantity
  - use-by date
  - damaged packaging
  - odour
  - colour
- stock rotation methods
- techniques for measuring and recording temperatures of:
  - perishables
  - frozen goods storage
  - refrigerated goods storage
  - dry goods storage
- techniques for checking date codes
- techniques for disposing of waste stock
- bakery stores terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - thermometer
  - dry store area
  - temperature recording sheets
  - dry storage tubs or bins
  - small plastic containers with lids
  - dry storage bags
  - refrigerated storage
  - frozen storage
  - spray bottles
  - stock that meets ingredient types specified in the performance evidence
- specifications:
  - supervisor instructions
  - food safe conditions for ingredient stores
- relationships (internal and/or external):
  - supervisor
- timeframes:
  - according to work requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK3001 Produce laminated pastry products

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to produce laminated pastry products using pastry fats in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet required production volumes 1.3 Confirm work area and work practices meet food safety and workplace health and safety requirements 1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select laminated pastry equipment and check to confirm readiness for use 1.6 Select ingredients and check to confirm quality and quantity 1.7 Prepare tins and trays to meet work requirements
2. Prepare fillings for laminated pastry products	2.1 Select and handle perishables according to food safety requirements 2.2 Measure laminated pastry filling ingredient quantities to meet recipe specifications and prepare for use 2.3 Prepare fruit as required for product type 2.4 Blend and combine filling ingredients to meet product type 2.5 Check fillings to identify faults and rectify 2.6 Prepare and transfer fillings for storage as required in accordance with food safety requirements
3. Mix laminated pastry dough	3.1 Measure laminated pastry ingredient quantities to meet recipe specifications 3.2 Load ingredients into mixer in required ingredient sequence 3.3 Operate and monitor mixer to mix laminated pastry dough 3.4 Incorporate fat into laminated pastry dough for Scotch method pastry 3.5 Incorporate fat into finished pastry dough for English method pastry 3.6 Fold and laminate pastry dough with number of folds required to meet product type 3.7 Check laminated pastry dough to identify faults and rectify 3.8 Prepare and transfer laminated pastry dough for storage as required in accordance with food safety requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Form and fill laminated pastry products	4.1 Roll laminated pastry to thickness required for product type 4.2 Cut, slice and portion pastry as required for product type 4.3 Form pastry in shapes for filling as required for product type 4.4 Add fillings as required for product type 4.5 Load tins and trays to prepare for baking 4.6 Check laminated pastry products to identify faults and rectify
5. Pre-bake finish laminated pastry products	5.1 Prepare pre-bake finishing mediums to meet recipe specification 5.2 Pre-bake finish laminated pastry products to meet product type 5.3 Check pre-bake finished laminated pastry products to identify faults and rectify
6. Bake laminated pastry products	6.1 Set baking temperatures and times to prepare for baking 6.2 Load oven and monitor baking to achieve required bake for product type 6.3 Unload and transfer laminated pastry products to cool 6.4 Check laminated pastry product bake to identify faults and rectify
7. Finish laminated pastry products	7.1 Prepare finishing mediums to meet recipe specifications 7.2 Finish baked laminated pastry products to meet product type 7.3 Check finished laminated pastry products to identify faults and rectify 7.4 Prepare and transfer finished laminated pastry products for presentation and storage in accordance with packaging and food safety requirements
8. Complete work	8.1 Clean equipment and work area to meet housekeeping standards 8.2 Dispose of waste according to workplace requirements 8.3 Complete workplace records according to workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions, and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, temperature and timer settings and product dimensions • Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes, and pastry dimensions • Performs calculations to adjust recipes using baking formulas, and allows for wastage • Uses understanding of three-dimensional shapes to shape and portion products and check end-product shapes • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Laminated pastry equipment must include:	• equipment, including:
	  • mechanical pastry sheeter or pastry break
	  • cool room

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	• equipment accessories, including:
	  • cool room shelving
	  • mechanical pastry sheeter attachments or pastry break attachments
	• tools and utensils, including:
	  • piping bags
	  • pastry cutters
	  • flour brushes
	  • egg wash brushes
	  • rolling pin.

Pastry filling must include:	• sweet and savoury thickened and blended fillings.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3001 Produce laminated pastry products Release 2	FBPRBK3001 Produce laminated pastry products Release 1	Corrected typographical error in Knowledge Evidence	Equivalent

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3001 Produce laminated pastry products

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced laminated pastry products according to a production schedule, including:

- producing laminated puff or flaky pastry from scratch ingredients using the following two lamination styles and fat incorporation methods:
  - Scotch method
  - English method
- producing the following five laminated pastry products:
  - sweet filled laminated pastry slice
  - vegetable filled product
  - meat filled product
  - cream or custard filled product
  - fruit filled product
- using the following two ratios of fat to flour:
  - 50% half puff
  - 75% three quarter puff
- using the following two folding techniques:
  - three fold
  - book fold
- using the following four finishing techniques:
  - pre-bake finishing
  - post-bake finishing
  - cream finishing

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    - icing or fondant finishing
- producing the following four ingredients for filling laminated pastry products:
    - meat
    - vegetables
    - cream or custard
    - fruits
- incorporating the following seven processes:
    - folding
    - sheeting
    - laminating
    - filling
    - glazing
    - baking
    - finishing/decorating
- using the following two types of equipment for folding:
    - pastry sheeter or dough break to laminate
    - rolling pin to finish and transfer pastry
- selecting, using and cleaning the pastry cooking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning
- documenting the production schedule, including the following seven considerations:
    - timings
    - volume requirements
    - product processing requirements
    - filling requirements for laminated pastry
    - finishing requirements for laminated pastry
    - recipe reformulation to minimise waste
    - bake parameters for laminated pastry.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment (PPE), applicable to producing laminated pastry products
- safe use and cleaning of pastry cooking equipment listed in the range of conditions, including electrical hazards

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- regulatory requirements for food safety applicable to producing laminated pastry products, including temperature control and prevention of cross-contamination in the use of dairy, meat, poultry, fish and vegetable products
- considerations for production scheduling, including:
  - timings
  - volume requirements
  - product processing requirements
  - filling requirements for laminated pastry
  - recipe reformulation to minimise waste
  - finishing requirements for laminated pastry
  - bake parameters for laminated pastry
- characteristics and storage requirements of ingredients used in laminated pastry production, including:
  - fats and margarines
  - meat fillings
  - vegetable fillings
  - fruit fillings
  - custard fillings
  - glazes
- mixing methods for laminated pastry, including:
  - Scotch method
  - English method
  - fat ratios and incorporation into laminated pastry
  - development of protein
- methods for folding pastry, including:
  - book fold
  - three fold
  - number of turns
- purpose, techniques and requirements for finishing, including:
  - pre-bake glazing
  - post-bake glazing
  - caramelisation of sugars
  - decorating with creams
- settings for baking for pastry product types, including:
  - oven temperatures
  - baking times
- techniques to identify and rectify causes of shrinkage and its effect on the end product, including:
  - overworking pastry
  - use of too much dusting flour

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  - baking too hot
  - not resting pastry prior to processing
- cause of steam generation in laminated pastry during baking
- techniques for retrieval of scrap, blending with unworked pastry and disposing of waste
- laminated pastry production terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - equipment specified in the range of conditions
  - industrial mixer and attachments
  - industrial oven
  - sink and wash area
  - electronic or analogue scales
  - ingredients that meet the laminated pastry product types in the performance evidence
- specifications:
  - recipes that meet the laminated pastry product types required in the performance evidence
  - end-product quality specifications to meet the laminated product types required in the performance evidence
  - food safety code regulatory requirements applicable to producing laminated pastry products
- timeframes:
  - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK3002 Produce non laminated pastry products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to produce non laminated pastry products using pastry fats in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet required production volumes

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm work area and work practices meet food safety and workplace health and safety requirements 1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select non laminated pastry cooking equipment and check to confirm readiness for use 1.6 Select ingredients and check to confirm quality and quantity 1.7 Prepare tins and trays to meet work requirements
2. Prepare fillings for non laminated pastry products	2.1 Select and handle perishables according to food safety requirements 2.2 Measure non laminated pastry filling ingredient quantities to meet recipe specification and prepare for use 2.3 Prepare fruit as required for product type 2.4 Blend and combine ingredients to meet product type 2.5 Check fillings to identify faults and rectify 2.6 Store fillings according to food safety requirements
3. Mix non laminated pastry dough	3.1 Measure pastry ingredient quantities to meet recipe specifications 3.2 Load ingredients into mixer in required sequence 3.3 Operate and monitor mixer to mix non laminated pastry dough 3.4 Check non laminated pastry dough to identify faults and rectify 3.5 Prepare and transfer non laminated pastry dough for storage as required in accordance with food safety requirements
4. Form and fill non laminated pastry products	4.1 Roll non laminated pastry to thickness as required for product type 4.2 Cut, slice and portion non laminated pastry as required for product type 4.3 Form non laminated pastry in required shapes for filling as required for product type 4.4 Add fillings as required for product type 4.5 Load tins and trays to prepare for baking 4.6 Check non laminated pastry products to identify faults and rectify
5. Form choux pastry	5.1 Cook fat in liquid to form boiled mass

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
products	5.2 Cook flour in boiled mass to form roux 5.3 Cool roux in preparation for folding in egg 5.4 Fold egg into roux to produce choux pastry 5.5 Pipe choux pastry onto trays ready for baking 5.6 Check pre-bake choux products to identify faults and rectify
6. Pre-bake finish non laminated pastry products	6.1 Prepare pre-bake finishing mediums to meet recipe specification 6.2 Pre-bake finish non laminated pastry products to meet end-product specification 6.3 Check pre-bake finished non laminated pastry products to identify faults and rectify
7. Bake non laminated pastry products	7.1 Set baking temperatures and times to prepare for baking 7.2 Blind bake with blind baking medium as required for product type 7.3 Load oven and monitor baking to achieve even bake and stability for product type 7.4 Unload and transfer non laminated pastry products to cool 7.5 Check non laminated pastry product bake to identify faults and rectify
8. Post-bake finish non laminated pastry products	8.1 Prepare finishing mediums to meet recipe specification 8.2 Melt chocolate in preparation for finishing non laminated pastry products 8.3 Finish baked non laminated pastry products to meet end-product specification 8.4 Check finished non laminated pastry products to identify faults and rectify 8.5 Prepare and transfer non laminated pastry products for presentation and storage in accordance with packaging and food safety requirements
9. Complete work	9.1 Clean equipment and work area to meet housekeeping standards 9.2 Dispose of waste according to workplace requirements 9.3 Complete workplace records according to workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, temperature and timer settings and product dimensions • Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes and pastry dimensions • Performs calculations to adjust recipes using baking formulas, and allows for wastage • Uses understanding of three-dimensional shapes to shape and portion products and check end-product shapes • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Non laminated pastry cooking equipment must include:	• equipment, including:
	  • industrial mixer and attachments
	  • freezer

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	• industrial cook tops
	• equipment accessories, including:
	  • dough hook
	  • dough beater
	  • cook pots used to cook fillings
	• ancillary equipment, including:
	  • pie tins or foils used to bake pastry
	• tools and utensils, including:
	  • cutting boards
	  • food preparation knives.

Non laminated pastry filling must include:	• sweet thickened or unthickened filling • savoury thickened or unthickened filling.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FBPRBK3002 Produce non laminated pastry products	FDFRB2001A Form and fill pastry products	Redesigned unit that includes content from the previous unit	No equivalent unit
	FDFRB2002A Prepare fillings	Redesigned unit that includes content from the previous unit	No equivalent unit
	FDFRB3001A Produce pastry	Redesigned unit that includes content from the previous unit	No equivalent unit
	FDFRB3007A Bake pastry products	Redesigned unit that includes content from the previous unit	No equivalent unit
	FDFRB3012A Diagnose and respond to product and process faults (pastry, cake and cookies)	Redesigned unit that includes content from the previous unit	No equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3002 Produce non laminated pastry products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced non laminated pastry products according to a production schedule, including:

- preparing the following three non laminated pastry types from scratch:
  - sweet short pastry
  - savoury short pastry
  - choux pastry
- producing the following five non laminated pastry products:
  - filled sweet non laminated pies or tarts
  - sweet non laminated biscuit product
  - filled savoury non laminated pie or tart product
  - decorated and filled choux pastry
  - sweet non laminated pastry slice
- applying the following four finishes to non laminated pastry products:
  - non laminated product pre-bake finished
  - non laminated product post-bake decorated
  - decorated choux pastry products
  - chocolate finishing
- using the following five fillings:
  - meat filling
  - vegetable filling
  - fruit filling
  - custard filling
  - cream filling

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- using the following three mixing methods:
  - crumbing
  - sugar batter method
  - roux
- using the following seven production processes:
  - sheeting or rolling
  - cutting or portioning
  - forming pastry products
  - filling
  - baking
  - blind baking
  - finishing and decorating
- selecting, using and cleaning the pastry cooking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning
- documenting the production schedule, including the following six considerations:
- timings
- volume requirements
- product processing requirements
- finishing requirements for non laminated pastry
- recipe reformulation to minimise waste
- bake parameters for non laminated pastry.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment (PPE), applicable to producing non laminated pastry products
- safe use and cleaning of pastry cooking equipment listed in the range of conditions, including electrical hazards
- regulatory requirements for food safety applicable to producing non laminated pastry products, including temperature control and prevention of cross-contamination in the use of dairy, meat, poultry, fish and vegetable products
- considerations for production scheduling, including:
  - timings
  - volume requirements
  - product processing requirements
  - finishing requirements for non laminated pastry

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  - recipe reformulation to minimise waste
  - bake parameters for non laminated pastry
- storage and serving temperatures of finished non laminated products used, including:
  - hot savoury product
  - cold sweet products
  - products that are reheated for service
- characteristics and storage requirements of ingredients used in non laminated pastry production, including:
  - flour
  - fats/margarines for sweet non laminated pastries
  - fats/margarines for savoury non laminated pastries
  - meats
  - vegetables
  - fruits
  - chocolate
  - thickening starches
- types, functions, settings, safety features, safe use and cleaning of pastry cooking equipment listed in the range of conditions, including electrical hazards and risk controls applicable to cleaning
- preparing and storing fillings, including:
  - cold fillings, including the effect of pregeletanised starches
  - meat fillings
  - vegetable fillings
  - custard fillings
- mixing methods for producing non laminated pastry products, including:
  - crumbing
  - sugar batter method
  - choux pastry method
- processes and techniques for producing non laminated pastry products, including:
  - rolling to match pastry product type thickness requirements and rolling faults
  - processing using manual and mechanical pins, breaks and sheeters
  - ratios of fats to flour in sweet and savoury non laminated pastries
  - development of protein during pastry processing
  - forming pastry into foils or tins
  - depositing, filling and piping fillings
  - finishing and decorating
  - cutting, slicing and portioning
  - baking, including blind baking
  - cause of aeration in non laminated pastry during baking

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- causes and corrective action for predictable and sometimes unpredictable non laminated pastry production problems, including:
  - temperature and heat in baking
  - shrinkage of pastry
- techniques for retrieval of scrap, blending with virgin and disposing of waste
- non laminated pastry production terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - equipment specified in the range of conditions
  - industrial oven
  - electronic or analogue scales
  - pastry foils or tins
  - pastry sheeter or break
  - rolling pins
  - pastry cutters
  - ingredients that meet the non laminated pastry product types required in the performance evidence
- specifications:
  - recipes that meet the non laminated pastry product types required in the performance evidence
  - end-product quality specifications to meet the non laminated pastry product types required in the performance evidence
  - food safety code regulatory requirements applicable to producing non laminated pastry products
- timeframes:
  - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK3003 Produce specialist pastry products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to produce specialist pastry products using butter in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet required production volumes

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm work area and work practices meet food safety and workplace health and safety requirements 1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select specialist pastry equipment and check to confirm readiness for use 1.6 Select ingredients and check to confirm quality and quantity 1.7 Clean and condition fruits to prepare for use 1.8 Prepare tins and trays to meet work requirements
2. Prepare fillings for specialist pastry products	2.1 Select and handle perishables according to food safety requirements 2.2 Measure specialist pastry filling ingredient quantities to meet recipe specification and prepare for use 2.3 Blend and combine filling ingredients to meet product type 2.4 Check fillings to identify faults and rectify 2.5 Store fillings according to food safety requirements
3. Mix specialist pastry dough	3.1 Measure specialist pastry ingredient quantities to meet recipe specifications 3.2 Load ingredients into mixer in required sequence 3.3 Operate and monitor mixer to mix specialist pastry dough 3.4 Incorporate butter into sugar for sweet short pastry sugar batter method 3.5 Incorporate butter into finished mixed dough for English and French method laminated pastry 3.6 Mix extensible pastry dough and rest for processing 3.7 Fold and laminate laminated pastry dough with number of folds required for product type 3.8 Check specialist pastry dough to identify faults and rectify 3.9 Prepare and transfer specialist pastry dough for storage as required in accordance with food safety requirements
4. Form and fill laminated and non laminated pastry	4.1 Roll laminated and non laminated pastry to thickness required for product type

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
products	4.2 Cut, slice and portion specialist pastry as required for product type 4.3 Stretch extensible dough for filling as required for product type 4.4 Add fillings as required for product type 4.5 Load tins and trays to prepare for baking 4.6 Check pre-bake formed and filled specialist pastry products to identify faults and rectify
5. Pre-bake finish non laminated pastry products	5.1 Prepare pre-bake finishing mediums to meet recipe specifications 5.2 Pre-bake finish specialist pastry products to meet end-product specification 5.3 Check pre-bake finished specialist pastry products to identify faults and rectify
6. Bake specialist pastry products	6.1 Set baking temperatures and times to prepare for baking 6.2 Blind bake specialist pastry with blind baking medium as required for product type 6.3 Load oven and monitor baking to achieve bake and stability required for product type 6.4 Unload and transfer specialist pastry products to cool 6.5 Check specialist pastry product bake to identify faults and rectify
7. Post-bake fill and finish specialist pastry products	7.1 Prepare post-bake fillings and finishing mediums to meet recipe specifications 7.2 Finish baked specialist pastry products to meet end-product specifications 7.3 Fill baked specialist pastry products to meet end-product specifications 7.4 Check finished specialist pastry products to identify faults and rectify 7.5 Prepare and transfer specialist pastry products for presentation and storage in accordance with packaging and food safety requirements
8. Complete work	8.1 Clean equipment and work area to meet housekeeping standards 8.2 Dispose of waste according to workplace requirements 8.3 Complete workplace records according to workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions, and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, temperature and timer settings and product dimensions • Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes and pastry dimensions • Performs calculations to adjust recipes using baking formulas, and allows for wastage • Uses understanding of three-dimensional shapes to shape and portion products and check end-product shapes • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Specialist pastry equipment must include:	• equipment, including: • microwave

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	• refrigerator • pastry sheeter or pastry break • equipment accessories, including: • refrigerator shelving • ancillary equipment, including: • pie tins or foils • hand wash areas • cooling wires used for pastry • trays used for pastry baking • tools and utensils, including: • pastry brushes • measuring jugs • mixing spoons used for cooking • containers used for storing fillings.
Specialist pastry filling must include:	• blended cold filling • unthickened cold filling • thickened cooked filling • unthickened cooked filling.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3003 Produce specialist pastry products	FDFRB2001A Form and fill pastry products	Redesigned unit that includes content from the previous unit	No equivalent unit
	FDFRB2002A Prepare fillings	Redesigned unit that includes content from the previous unit	No equivalent unit
	FDFRB3001A Produce pastry	Redesigned unit that includes content from the previous unit	No equivalent unit
	FDFRB3007A Bake pastry products	Redesigned unit that includes content from the previous unit	No equivalent unit
	FDFRB3012A Diagnose and	Redesigned unit that includes content from	No equivalent unit

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	respond to product and process faults (pastry, cake and cookies)	the previous unit	

Links

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Assessment Requirements for FBPRBK3003 Produce specialist pastry products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced specialist pastry products according to a production schedule, including:

- producing the following five types of specialist pastry products:
  - savoury filled laminated pastries
  - laminated pastry slice
  - filled sweet non laminated pastries
  - decorated non laminated pastry biscuits
  - sweet filled extensible dough
- using the following four specialist pastries made from scratch ingredients using butter or oil:
  - laminated puff or flaky pastry
  - sweet short pastry
  - savoury short pastry
  - extensible pastry dough
- using the following four fillings:
  - savoury filling
  - sweet filling
  - custard filling
  - fresh fruit prepared for filling
- applying finishing and decorating using the following two methods:
  - pre-bake glazing and finishing
  - post-bake finishing and decorating
- using the following three butter incorporation methods:

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  - English method
  - French method
  - sugar batter or crumbing method
- using a butter-to-flour laminated pastry ratio of minimum 50% half puff
- using the following nine production processes:
  - folding
  - sheeting
  - laminating
  - glazing
  - finishing and decorating
  - filling
  - baking
  - rolling
  - stretching extensible pastry
- selecting, using and cleaning the pastry cooking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning
- using the following two types of pastry equipment:
  - pastry sheeter or dough break to laminate
  - rolling pin to roll, finish and transfer pastry
- documenting the production schedule including the following six considerations:
  - timings
  - volume requirements
  - product processing requirements
  - finishing and decorating requirements for specialist pastry products
  - recipe reformulation to minimise waste
  - bake parameters for specialist pastry products.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment, applicable to producing specialist pastry products
- safe use and cleaning of pastry cooking equipment listed in the range of conditions, including electrical hazards

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- regulatory requirements for food safety applicable to producing specialist pastry products, including temperature control and prevention of cross-contamination in the use of dairy, meat, poultry, fish and vegetable products
- considerations for production scheduling, including:
  - timings
  - volume requirements
  - product processing requirements
  - finishing and decorating requirements for specialist pastry products
  - recipe reformulation to minimise waste
  - bake parameters for specialist pastry products
- characteristics and storage requirements of ingredients used in specialist pastry production, including:
  - pastry flour
  - unsalted butter
  - meat fillings
  - fruit fillings
  - glazes
  - fresh cream
- methods and processes for using butter in specialist pastries, including:
  - English method
  - French method
  - the ratio of butter to flour
  - handling and storage of butter
  - consistency of dough to butter for laminating
  - handling and storage of pastry during processing
  - development of protein and gluten during lamination
- processing and finishing of specialist pastry products, including:
  - folding
  - sheeting
  - laminating
  - clarifying butter
  - stretching extensible pastry dough
  - glazing
  - finishing and decorating
  - filling
  - pre-bake glazing
  - post-bake glazing
- identifying and rectifying factors that affect lift, including:
  - number of turns
  - amount of roll in butter

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    - heat energy in baking specialist pastry
- baking processes of specialist pastry production, including:
    - oven temperatures
    - baking times
- techniques for calculating yields, adjusting recipes and measuring ingredients
- causes and corrective action for predictable and sometimes unpredictable specialist pastry production problems, including:
    - temperature and heat in baking
    - shrinkage of pastry
- techniques for retrieval of scrap, blending with virgin and disposing of waste
- specialist pastry production terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment (PPE)
    - equipment specified in the range of conditions
    - industrial mixer and attachments
    - industrial oven
    - industrial cook tops
    - sink and wash area
    - electronic or analogue scales
    - ingredients that meet the specialist pastry product types required in the performance evidence
- specifications:
    - recipes that meet the specialist pastry product types required in the performance evidence
    - end-product quality specifications to meet the speciality pastry product types required in the performance evidence
    - food safety code regulatory requirements applicable to producing specialist pastry products
- timeframes:
    - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPRBK3004 Produce meringue products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to produce meringue products in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet production volume 1.3 Confirm work area and work practices meet food safety and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace health and safety requirements 1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select meringue equipment and check to confirm readiness for use 1.6 Select ingredients and check to confirm quality and quantity
2. Mix meringue batter	2.1 Measure ingredient quantities to meet recipe specifications 2.2 Load meringue ingredients into mixer in required sequence 2.3 Operate and monitor mixer to mix batter for optimum meringue aeration for product type 2.4 Fold in ingredients as required to meet meringue product type 2.5 Check meringue to identify batter faults and rectify
3. Process meringue products	3.1 Deposit, spread and pipe meringue batter to prepare gateaux and desserts as required for product type 3.2 Fold meringue batter through gateaux, dessert fillings and bases as required for product type 3.3 Use sight and feel to assess meringue quality 3.4 Check processed meringue to identify faults and rectify
4. Bake meringue products	4.1 Deposit, spread and pipe batters into tins and trays as required for product type 4.2 Set baking temperatures and times to suit meringue product type and size 4.3 Load oven and monitor baking to achieve bake required for meringue product type 4.4 Use sight and feel to assess bake of meringue products 4.5 Unload meringue products to cool 4.6 Check meringue bake to identify faults and rectify
5. Prepare finishing mediums	5.1 Assemble finishing ingredients and equipment and prepare for use 5.2 Measure finishing ingredient quantities to meet recipe specifications 5.3 Operate and monitor mixer to prepare creams and icings as required for product type

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Prepare chocolate for decorating as required for product type 5.5 Prepare garnishes for decorating as required for product type 5.6 Prepare piping bags to pipe finishing decorations 5.7 Check finishing mediums to identify faults and rectify
6. Finish meringue products	6.1 Finish meringue products to meet product type, and transfer to presentation containers 6.2 Apply creams to finish meringue products as required for product type 6.3 Apply garnishes and decorating finishes to decorate meringue product as required for product type 6.4 Check finished meringue products to identify faults and rectify 6.5 Prepare and transfer products for presentation and storage in accordance with packaging and food safety requirements
7. Complete work	7.1 Clean equipment and work area to meet housekeeping standards 7.2 Dispose of waste according to workplace requirements 7.3 Complete workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels and temperature and timer settings • Estimates approximate quantities and uses equipment to measure ingredient weights and volumes • Performs calculations to adjust recipes using baking formulas, and

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Skill	Description
	allows for wastage • Uses understanding of three-dimensional shapes to shape products and check end-product shapes • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Meringue equipment must include:	• equipment, including:
	  • industrial mixer and attachments
	  • industrial cook tops
	• equipment accessories, including:
	  • cake whisk attachment
	• ancillary equipment, including:
	  • cake hoops or tins
	  • chocolate melting equipment
	  • cook pots
	• tools and utensils, including:
	  • pallet knives
	  • scrapers
	  • cake knives
	  • piping bags
	  • piping nozzles.

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3004 Produce meringue products	FDFRB2003A Produce meringue-based products	Redesigned units with significant changes to elements and performance criteria AQF level changed to reflect the added variety and complexity of the unit's outcomes	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3004 Produce meringue products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced meringue products according to the production schedule, including:

- producing the following three meringue types:
  - French meringue using cold meringue method
  - Swiss meringue using warm meringue method
  - Italian meringue using hot meringue method
- producing the following four meringue-based products:
  - meringue-based gateaux or torte
  - meringue garnish or figurine
  - meringue-based confection
  - meringue-based dessert
- using the following three creams and icings:
  - chocolate ganache
  - chocolate glaze
  - butter cream
- using the following four decorated finishes:
  - fruit decorated
  - cream decorated
  - chocolate decorated
  - scorched meringue
- selecting, using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning
- documenting the production schedule, including the following six considerations:

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- timings
- volume requirements
- product processing requirements
- meringue product finishing requirements for product type
- recipe reformulation to minimise waste
- bake parameters for meringue product type.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment (PPE), applicable to producing meringue products
- safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards
- regulatory requirements for food safety applicable to producing meringue products
- considerations for production scheduling, including:
  - timings
  - volume requirements
  - product processing requirements
  - meringue product finishing requirements for product type
  - recipe reformulation to minimise waste
  - bake parameters for meringue product type
- characteristics and processes of meringue types, including:
  - French meringue using cold meringue method
  - Swiss meringue using warm meringue method
  - Italian meringue using hot meringue method
- types of meringue-based products, including:
  - meringue-based gateaux and tortes
  - meringue garnish
  - meringue-based confection
  - meringue figurine
  - meringue-based dessert
- using butter creams, ganache and glazes, including:
  - chocolate ganache
  - chocolate glaze
  - butter cream

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- types, functions and characteristics of ingredients used in meringue products production, including:
  - reaction of fat against protein in meringue
  - eggs
  - sugar
- processes for producing meringue products, including:
  - mixing physically aerated
  - piping meringue
  - baking
  - whisking
  - boiling
  - scorching
  - drying
- requirements for finishing, including:
  - decorating mediums to suit finishing
  - preparing ganache and glazes
  - melting chocolate
  - using meringue for garnishes
- purpose and functions of production settings, including:
  - oven temperatures for meringue batter type and volume
  - baking times for meringue batter type and volume
- techniques for testing bake of meringue by feel and sight
- required characteristics of meringue products, including:
  - softness
  - firmness
  - sweetness
  - stability
- causes and corrective action for predictable and sometimes unpredictable meringue production problems, including:
  - machinery failure
  - environmental factors, including heat, humidity and cold
  - poor quality ingredients
- meringue product terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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    - personal protective equipment
    - equipment specified in the range of conditions
    - industrial oven
    - trays
    - ingredients that meet the meringue product types required in the performance evidence
- specifications:
    - recipes that meet the meringue product types required in the performance evidence
    - end-product quality specifications to meet the meringue product types required in the performance evidence
    - food safety code regulatory requirements applicable to producing meringue products
- timeframes:
    - according to work requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPRBK3005 Produce basic bread products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to produce basic bread products in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet required production volumes

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm work area and work practices meet food safety and workplace health and safety requirements 1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select basic bread baking equipment and check to confirm readiness for use 1.6 Select ingredients and check to confirm quality and quantity
2. Mix basic bread dough	2.1 Measure ingredient quantities to meet recipe specifications 2.2 Load ingredients into the mixer in the required ingredient placement 2.3 Operate and monitor mixer to achieve basic bread dough development for product type 2.4 Check mixed basic dough to identify faults and rectify
3. Process basic bread dough	3.1 Divide, scale, mould and intermediate prove basic dough to meet required end-product shape and baked weight 3.2 Final mould basic dough and place on baking surfaces and pre-prove score for product type before final prove 3.3 Retard basic dough as required for product type 3.4 Final prove basic dough as required for product type 3.5 Check processed basic dough to identify faults and rectify
4. Pre-bake finish basic bread products	4.1 Prepare finishing ingredients to meet recipe specifications 4.2 Pre-bake finish basic bread products to meet end-product specifications 4.3 Check pre-bake finished basic bread products to identify faults and rectify
5. Bake basic bread products	5.1 Set baking temperatures and times to prepare for baking 5.2 Visually check basic dough size to confirm readiness for baking, and post-prove score for product type prior to baking 5.3 Load oven and steam as required for product type 5.4 Monitor baking to achieve baked colour and stability required for basic bread product type 5.5 Unload and de-pan baked basic bread products to cool

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.6 Check basic bread product bake to identify faults and rectify 5.7 Prepare and transfer products for presentation and storage in accordance with packaging and food safety requirements
6. Complete work	6.1 Clean equipment and work area to meet housekeeping standards 6.2 Dispose of waste according to workplace requirements 6.3 Complete workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, and temperature, humidity and timer settings • Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes, and water and dough temperatures • Divides dough into equal portions by estimated weight • Performs calculations to adjust recipes using baking formulas, and allows for wastage • Uses understanding of three-dimensional shapes to mould dough shapes and check end-product shapes • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking environment • Follows organisational policies and procedures relevant to own

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Skill	Description
	work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Basic bread baking equipment must include:	• equipment, including:
	  • industrial oven
	  • industrial mixer and attachments
	  • industrial dough moulding equipment
	• equipment accessories, including:
	  • industrial dough moulding equipment accessories
	• ancillary equipment, including:
	  • dry ingredients storage containers
	  • industrial baking tins and lids
	  • bread baking trays
	  • ingredient storage bins
	• tools and utensils, including:
	  • dough knives
	  • dough scrapers
	  • water spray bottles
	  • scoring knives
	  • flour sieves.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3005 Produce basic	FDFRB3002A Produce bread	Redesigned unit that includes content from	No equivalent unit

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bread products	dough	previous unit	
	FDFRB3005A Bake bread	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3009A Retard dough	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3010A Process dough	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3011A Diagnose and respond to product and process faults (bread)	Redesigned unit that includes content from previous unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3005 Produce basic bread products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced basic bread products according to a production schedule, including:

- mixing and using the following three dough types:
  - premix dough
  - instant dough/no time dough/scratch mix dough
  - chemical leavened dough
- producing the following two basic bread types:
  - white bread
  - brown bread
- producing the following six bread product varieties and shapes:
  - condensed/sandwich loaves
  - high top loaves, either married or single
  - soft/enriched bread roll variety
  - crusty/lean bread roll variety
  - crusty/lean loaf – plaited, Vienna, French stick or cob
  - chemical leavened dough
- retarding one of the following three product types produced:
  - soft/enriched bread roll variety
  - crusty/lean bread roll variety
  - crusty/lean loaf – plaited, Vienna, French stick or cob
- selecting and using tins and trays appropriate for dough piece scale weight, volume and size
- using the following eight moulding techniques:

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  - rounding
  - batons
  - knots
  - 4 piecing
  - degassing
  - curling/rolling
  - sealing
  - cutting/portioning
- using the following four bread dough finishing techniques:
  - pre-prove scoring
  - post-prove scoring
  - seeding
  - dusting
- using the following five baking techniques:
  - steaming
  - testing bake by sight and baked colour
  - de-panning basic breads
  - cooling basic bread products on cooling wires
  - using lids to condense loaves
- selecting, using and cleaning the bread baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning
- documenting the production schedule, including the following six considerations:
  - timings
  - volume requirements
  - product processing requirements
  - recipe reformulation to minimise waste
  - finishing parameters for basic bread products
  - bake parameters for basic bread products

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment, applicable to producing basic bread products
- safe use and cleaning of bread baking equipment listed in the range of conditions, including electrical hazards

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- regulatory requirements applicable to producing basic bread products
- techniques and considerations for production scheduling, including:
  - timings
  - volume requirements
  - product processing requirements
  - recipe reformulation to minimise waste
  - finishing parameters for basic bread products
  - bake parameters for basic bread products
- functions and characteristics of ingredients used in basic bread production, including:
  - premixes
  - baker's or strong flour
  - whole meal flour
  - baking powder
  - salt
  - sugar
  - yeast, including principles of fermentation
  - water
  - shortening, fats and oils
  - bread improvers
- mixing processes and gluten development for basic bread doughs, including:
  - premix doughs
  - scratch/no time/instant doughs
  - chemical leavened doughs
- sequencing of the rapid or no time basic bread production processes
- purpose and techniques for pre-bake finishing basic breads
- characteristics and techniques for moulding basic bread doughs
- impacts of factors on production of different retarded basic bread products, including:
  - finished dough temperature (FDT)
  - dough size
  - dough shape
  - yeast activity
  - processing retard in cool phase
  - processing retard in warm phase
- techniques for calculating yields, adjusting recipes, converting units of measurement and measuring ingredients
- techniques for selecting tins and trays appropriate for dough piece scale weight, volume and size
- required baked characteristics of basic bread products, including:
  - volume
  - grain

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  - texture
  - crumb colour
  - crust formation
  - crust colour
- the effects of common bread faults in basic bread production, including:
  - lack of salt
  - too much salt
  - no improver
  - too much improver
  - no yeast
  - too much yeast
  - weak flour instead of strong flour
- techniques for disposing of waste from bread production
- basic bread production terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - equipment specified in the range of conditions
  - bread slicer
  - ingredients that meet the basic bread product types required in the performance evidence
- specifications:
  - recipes that meet the basic bread product types required in the performance evidence
  - end-product quality specifications to meet the basic bread product types required in the performance evidence
  - food safety code regulatory requirements applicable to producing basic bread products
- timeframes:
  - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPRBK3006 Produce savoury bread products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to produce savoury bread products in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet special dietary

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements and required production volumes 1.3 Confirm work area and work practices meet food safety and workplace health and safety requirements 1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select savoury bread baking equipment and check to confirm readiness for use 1.6 Select ingredients and check to confirm quality and quantity
2. Prepare savoury fillings	2.1 Select and handle perishables according to food safety requirements 2.2 Measure ingredient quantities to meet recipe specifications and prepare for use 2.3 Blend and combine ingredients to meet savoury product type 2.4 Check savoury filling to identify faults and rectify 2.5 Store savoury fillings according to food safety requirements
3. Mix savoury bread dough	3.1 Measure ingredient quantities to meet recipe specifications 3.2 Load ingredients into mixer in required ingredient placement 3.3 Operate and monitor mixer to achieve savoury dough development for product type 3.4 Add savoury fillings to dough during mixing to meet product type 3.5 Check savoury dough to identify faults and rectify
4. Process savoury bread dough	4.1 Divide, scale, mould and intermediate prove dough to meet required end-product shape and baked weight 4.2 Final mould and shape savoury dough in preparation for applying fillings and toppings 4.3 Retard savoury dough as required for product type 4.4 Final prove savoury dough as required for product type 4.5 Check processed savoury dough to identify faults and rectify
5. Apply toppings and fillings to savoury bread dough	5.1 Select savoury ingredients from storage to meet recipe specifications 5.2 Prepare and apply sauces to savoury doughs according to product type

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.3 Fill and top savoury doughs as required according to product type 5.4 Identify savoury ingredients for reuse, and store according to food safety requirements 5.5 Check topped and filled savoury bread doughs to identify faults and rectify
6. Bake savoury bread products	6.1 Set baking temperatures and times to prepare for baking 6.2 Visually check dough size to confirm readiness for baking 6.3 Monitor baking to achieve baked colour and stability required for savoury bread product type 6.4 Unload savoury products to cool according to food safety requirements 6.5 Check savoury bread bake to identify faults and rectify 6.6 Prepare and transfer baked savoury products for presentation and storage according to packaging and food safety requirements
7. Steam savoury bread products	7.1 Set steaming settings to prepare for steaming 7.2 Visually check dough size to confirm readiness for steaming 7.3 Load steaming equipment and monitor steaming to achieve steam levels for product type 7.4 Unload steamed products to cool according to food safety requirements 7.5 Check steamed savoury bread product to identify faults and rectify 7.6 Prepare and transfer steamed products for presentation and storage according to packaging and food safety requirements
8. Complete work	8.1 Clean equipment and work area to meet housekeeping standards 8.2 Dispose of waste according to workplace requirements 8.3 Complete workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, and temperature, humidity and timer settings • Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes, and water and dough temperatures • Divides dough into equal portions by estimated and scaled weights • Performs calculations to adjust recipes using baking formulas, and allows for wastage • Uses understanding of three-dimensional shapes to mould dough shapes and check end-product shapes • Interprets safe food condition temperature range requirements for perishables • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Savoury bread baking equipment must include:	• equipment, including:
	  • industrial oven
	  • industrial mixer and attachments
	  • industrial cook tops
	  • cool room or refrigeration

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	• dish washing sinks
	• equipment accessories, including:
	  • cool room or refrigerator shelving
	  • dish washing sink taps and attachments
	• ancillary equipment, including:
	  • pizza trays
	  • cook pots used for preparing savoury fillings
	  • storage containers used for storing savoury fillings
	  • containers used for storing savoury sauces
	  • baking trays and pans used for baking savoury products
	  • cooling wires used for cooling savoury products
	  • cutting boards used for savoury fillings
	  • equipment used to steam savoury bread
	• tools and utensils, including:
	  • scrapers
	  • ladles and cooking spoons
	  • serrated bread knives
	  • food preparation knives.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3006 Produce savoury bread products	FDFRB3002A Produce bread dough	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3005A Bake bread	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3009A Retard dough	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3010A Process dough	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3011A Diagnose and	Redesigned unit that includes content from	No equivalent unit

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	respond to product and process faults (bread)	previous unit	

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3006 Produce savoury bread products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced savoury bread products according to a production schedule, including:

- producing the following six types of savoury bread products:
  - savoury flat bread
  - savoury bread loaf
  - savoury bread roll
  - savoury filled bread
  - savoury steamed bread
  - savoury unleavened product
- processing one of the above savoury bread products as a retarded product
- meeting one of the following two ingredient-specific special dietary requirements in one of the above savoury bread products:
  - vegetarian
  - vegan
- meeting one of the following four religious special dietary needs in one of the above savoury bread products:
  - Buddhism
  - Hinduism
  - Islam
  - Judaism
- mixing and using the following three types of dough mixes:
  - instant/scratch mix/no time dough
  - bulk ferment dough
  - unleavened dough
- meeting the following two food safety requirements:

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  - identifying temperature control points of savoury ingredients used
  - handling and storing savoury ingredients and products
- preparing and adding the following five types of filling and topping ingredients:
  - dairy products
  - meat products
  - vegetables
  - herbs
  - sauce with a savoury base
- adding the savoury fillings and toppings to savoury bread doughs using the following three methods:
  - incorporating into dough during mixing
  - incorporating on top of savoury dough prior to baking
  - using the savoury filling as a filling inside savoury bread
- selecting, using and cleaning the savoury bread baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning
- selecting and using tins and trays appropriate for dough piece scale, weight, volume and size
- documenting a production schedule, including the following seven considerations:
  - timings
  - volume requirements
  - savoury filling requirements for product types
  - bake parameters for savoury products
  - product processing requirements
  - storage requirements for savoury products
  - recipe reformulation to minimise waste.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment, applicable to producing savoury bread
- safe use and cleaning of bread baking equipment listed in the range of conditions, including electrical hazards
- regulatory requirements for food safety applicable to producing savoury bread products, including temperature control and prevention of cross-contamination in the use of dairy, meat, poultry, fish and vegetable products

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- nature of special dietary requirements suitable for savoury bread products
- nature of religious special dietary needs as they relate to savoury products, including:
  - Buddhism
  - Hinduism
  - Islam
  - Judaism
- nature of ingredient-specific special dietary needs as they relate to savoury products, including:
  - vegetarian
  - vegan
- techniques and considerations for production scheduling, including:
  - timings
  - volume requirements
  - savoury filling requirements for product types
  - bake parameters for savoury products
  - product processing requirements
  - storage requirements for savoury products
  - recipe reformulation to minimise waste
- safe handling, shelf life and storage requirements of ingredients used in savoury bread production, including:
  - savoury sauces
  - meat ingredients
  - dairy ingredients
  - vegetable ingredients
  - herb ingredients
- effects of seasonal changes on dairy products
- storage requirements for:
  - cooked savoury fillings
  - cold savoury fillings
- principles of the production processes, including:
  - preparing fillings
  - mixing, including incorporating savoury ingredients into dough
  - baking toppings
  - rolling dough
  - steaming dough
  - packaging savoury bread
- purpose and principles of the bulk fermentation process
- techniques for retarding savoury bread products, including:
  - retarding savoury bread in the cool phase
  - recovery of retarded savoury bread in the warm phase

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- impacts on production of the following:
  - salted ingredients
  - stability of breads using savoury products
- required characteristics of savoury bread products, including:
  - visual appeal
  - flavour
- techniques for disposing of waste from bread production
- savoury bread production terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - equipment as specified in the range of conditions
  - rolling pins
  - ingredients that meet the savoury bread product types required in the performance evidence
- specifications:
  - recipes that meet the savoury bread product types required in the performance evidence
  - end-product quality specifications that meet the savoury bread product types required in the performance evidence
  - food safety code regulatory requirements applicable to producing savoury bread products
- timeframes:
  - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK3007 Produce specialty flour bread products

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to produce specialty flour bread products in a commercial baking environment. Specialty flour bread products include organic flour breads, non-wheat flour breads, gluten-free breads, rye breads, whole grain flour breads and wholemeal breads.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet special dietary requirements and production volumes 1.3 Confirm work area and work practices meet food safety and workplace health and safety requirements 1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select specialty flour bread baking equipment and check to confirm readiness for use 1.6 Select ingredients and check to confirm quality and quantity
2. Mix specialty flour bread dough	2.1 Measure ingredient quantities to meet recipe specification 2.2 Load ingredients into mixer in required ingredient placement 2.3 Operate and monitor mixer to achieve speciality flour bread dough development for product type 2.4 Check specialty flour dough to identify faults and rectify
3. Process specialty flour bread dough	3.1 Divide, scale, mould and rest dough to meet required end-product specialty flour product shapes and baked weights 3.2 Final mould dough and place on baking surfaces for final prove as required 3.3 Final prove specialty flour dough as required for product type 3.4 Check processed specialty flour dough to identify faults and rectify
4. Pre-bake finish specialty flour bread products	4.1 Prepare pre-bake finishing mediums to recipe specifications 4.2 Pre-bake finish specialty flour products to meet end-product specifications 4.3 Check pre-bake finished specialty flour products to identify faults and rectify
5. Bake specialty flour bread products	5.1 Set baking temperatures and times to prepare for baking 5.2 Visually check dough size to confirm specialty flour product readiness for baking 5.3 Load oven and steam as required for specialty flour product type 5.4 Monitor baking to achieve baked colour and stability required for speciality flour bread product type

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.5 Unload and de-pan baked specialty flour products to cool 5.6 Check specialty flour bread product to identify faults and rectify 5.7 Prepare and transfer products for presentation and storage according to packaging and food safety requirements
6. Complete work	6.1 Clean equipment and work area to meet housekeeping standards 6.2 Dispose of waste according to workplace requirements 6.3 Complete workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, and temperature, humidity and timer settings • Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes, and water and dough temperatures • Divides dough into equal portions by estimated weight • Performs calculations to adjust recipes using baking formulas, and allows for wastage • Uses understanding of three-dimensional shapes to mould dough shapes and check end-product shapes • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own

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Skill	Description
	work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Specialty flour bread baking equipment must include:	• equipment, including:
	  • industrial oven
	  • industrial mixer and attachments
	  • dish washing area
	• equipment accessories, including:
	  • dish washing area taps and accessories
	• ancillary equipment, including:
	  • specialty flour storage containers
	  • grain soaking containers
	  • dough storage containers
	• tools and utensils, including:
	  • dusting sieves
	  • scoring knives
	  • spray bottles
	  • thermometers.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3007 Produce specialty flour bread products	FBPRBK3007 Produce specialty flour bread products Release 1	Corrected error in Performance Evidence	Equivalent unit

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Release 2			

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3007 Produce specialty flour bread products

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced specialty flour bread products according to a production schedule, including:

- producing the following six types of specialty flour bread products:
  - organic breads
  - non-wheat breads
  - gluten-free breads
  - rye breads
  - whole grain breads
  - wholemeal breads
- mixing and using the following three doughs:
  - scratch mix/no time/instant dough
  - bulk ferment sour doughs
  - all in mix
- using the following five product shapes:
  - baton/Vienna
  - boule/cob
  - loaf
  - rolls
  - specialty shape
- using one of the following five sours for rye bread:
  - lactic sour
  - acetic sour

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  - natural sour
  - powdered sour
  - liquor sour
- incorporating pre-soaked grain into grain bread
- finishing bread using the following four finishing methods:
  - post-prove scoring
  - seeding
  - dusting
  - steaming
- selecting, using and cleaning the bread baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning
- selecting and using bread shaping equipment, tins and trays appropriate for dough piece scale, weight, volume and size
- documenting the production schedule, including the following six considerations:
  - timings
  - volume requirements
  - product processing requirements
  - recipe reformulation to minimise waste
  - finishing requirements for specialty flour products
  - bake parameters for specialty flour products.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment, applicable to producing specialty flour bread products
- safe use and cleaning of bread baking equipment listed in the range of conditions, including electrical hazards
- regulatory requirements for food applicable to producing specialty flour bread products
- considerations for production scheduling, including:
  - timings
  - volume requirements
  - product processing requirements
  - recipe reformulation to minimise waste
  - finishing requirements for specialty flour products
  - bake parameters for specialty flour products

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- types, characteristics and storage requirements of ingredients used in specialty flour bread production, including:
  - organic flour
  - non-wheat flour
  - rye flour
  - gluten-free flour
  - grains
  - wholemeal flour
- hydration rates for grain breads and wholemeal breads, and purpose and techniques for the soaking of grains
- benefits of organics in flours
- nature of special dietary requirements and gluten intolerance as they relate to dietary-suitable flours and specialty flour bread products
- reformulation of grain and fibre breads
- mixing processes and mixing outcomes for:
  - scratch mix/no time/instant dough
  - bulk ferment sour doughs
  - all in mix
  - specialty flour doughs
  - rye breads
- principles of processing and hearth baking specialty flour breads
- techniques for producing rye breads, including:
  - rye flour varieties for different rye breads
  - using lactic, acetic and natural sour doughs for rye breads
  - using powder and liquor sours for rye breads
  - using baskets for proving when baking rye breads
- processing and baking techniques required for using specialty flours, including:
  - rye breads
  - organic breads
  - non-wheat flour breads
  - gluten-free breads
  - wholemeal flour breads
- impacts on production, including:
  - soaking of grains
  - processing gluten-free flour
- techniques for selecting tins and trays appropriate for dough piece scale weight, volume and size
- causes and corrective action for predictable and sometimes unpredictable specialty flour bread production problems, including:
  - machinery failure
  - environmental factors, including heat, humidity and cold

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    - poor quality ingredients
- techniques for disposing of waste from bread production
- specialty flour bread production terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment
    - equipment as specified in the range of conditions
    - tins
    - trays
    - ingredients that meet the specialty flour bread product types required in the performance evidence
- specifications:
    - recipes that meet the specialty flour bread product types required in the performance evidence
    - end-product quality specifications to meet the specialty flour bread product types required in the performance evidence
    - food safety code regulatory requirements applicable to producing specialty flour bread products
- timeframes:
    - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK3008 Produce sponge cake products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to produce and finish sponge cake products in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet production volumes

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm work area and work practices meet food safety and workplace health and safety requirements 1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select sponge cake baking equipment and check to confirm readiness for use 1.6 Select ingredients and check to confirm quality and quantity 1.7 Prepare tins, trays and pans to match sponge cake product type
2. Mix sponge cake batter	2.1 Measure ingredient quantities to meet recipe specifications 2.2 Load ingredients into mixer in required ingredient sequence 2.3 Operate and monitor mixer to mix sponge cake batter as required for product type 2.4 Fold in ingredients as required to meet product type 2.5 Check sponge cake batter to identify faults and rectify
3. Bake sponge cake products	3.1 Deposit, spread and pipe sponge cake batters into tins and trays to prepare for baking 3.2 Set baking temperatures and times to meet sponge cake product type and size 3.3 Load oven and monitor baking to achieve baked colour and quality for product type 3.4 Use sight and feel to assess bake of sponge cake products 3.5 Unload and de-pan baked sponge products to cool 3.6 Check sponge cake product bake to identify faults and rectify
4. Prepare finishing mediums	4.1 Assemble finishing ingredients and equipment and prepare for use 4.2 Measure finishing ingredient quantities to meet recipe specifications 4.3 Operate and monitor mixer to prepare creams and icings as required for product type 4.4 Melt and prepare chocolate for decorating as required for product type 4.5 Prepare jams for decorating and filling as required for product type 4.6 Prepare garnishes for decorating as required for product type

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.7 Prepare paper piping bags to decorate with chocolate 4.8 Prepare piping bags to pipe finishing decorations 4.9 Check finishing mediums to identify faults and rectify
5. Finish sponge cake products	5.1 Cut sponge cake product into portions as required for product type 5.2 Split and fill sponge products as required for product type, and transfer to cake boards as required for product type 5.3 Apply creams and icings to mask and finish sponge cake products as required for product type 5.4 Apply garnishes and decorations to decorate sponge products as required for product type 5.5 Apply simple written inscriptions to decorate sponge products as required for product type 5.6 Check sponge cake product finishing to identify faults and rectify 5.7 Prepare and transfer products for presentation and storage according to packaging and food safety requirements
6. Complete work	6.1 Clean equipment and work area to meet housekeeping standards 6.2 Dispose of waste according to workplace requirements 6.3 Complete workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, and temperature and timer settings • Estimates approximate quantities, and uses equipment to measure

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Skill	Description
	ingredient weights and volumes • Performs calculations to adjust recipes using baking formulas, and allows for wastage • Uses understanding of three-dimensional shapes to shape and portion products and check end-product shapes • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Sponge cake baking equipment must include:	• equipment, including:
	  • industrial oven
	  • hand washing sinks
	  • industrial mixer and attachments
	• equipment accessories, including:
	  • cake whisk
	  • sink taps and accessories
	  • industrial oven decks and accessories
	• ancillary equipment, including:
	  • sponge baking trays
	  • sponge tins
	  • cupcake tins
	  • ingredient storage containers
	• tools and utensils, including:
	  • pallet knives

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	• piping bags • piping nozzles • plastic scrapers • icing sieves • measuring jugs • mixing bowls.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3008 Produce sponge cake products	FDFRB3003A Produce sponge, cake and cookie batter	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3004A Decorate cakes and cookies	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3006A Bake sponges, cakes and cookies	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3012A Diagnose and respond to product and process faults (pastry, cake and cookies)	Redesigned unit that includes content from previous unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3008 Produce sponge cake products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced sponge cake products according to a production schedule, including:

- producing the following four types of sponge products:
  - decorated sponge cake (round or square), minimum 7-inch or 18-centimetre diameter in size
  - sponge roll
  - individual portioned sponge product
  - sponge layer cake
- mixing and using the following two sponge cake batters:
  - mixing scratch mix sponge with or without emulsifier
  - mixing premix sponge
- incorporating the following four sponge cake processing techniques:
  - spreading
  - rolling
  - layering
  - depositing
- selecting, using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning
- finishing and decorating using the following four methods:
  - masking and combing
  - splitting and filling
  - applying piped finishes with cream or icing
  - garnishing
- adding the following two creams and icings:

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  - fresh cream or imitation cream
  - icing or basic butter cream
- applying two of the following four piped finishing types:
  - rosettes
  - scrolls
  - rope
  - swirls
- preparing and using the following three chocolate decorations:
  - writing simple celebration inscription
  - chocolate shavings
  - chocolate filigrees
- documenting the production schedule, including the following six considerations:
  - timings
  - volume requirements
  - product processing requirements
  - recipe reformulation to minimise waste
  - finishing requirements for sponge cake products
  - bake parameters for sponge cake products.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment, applicable to producing sponge products
- safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards
- regulatory requirements for food safety applicable to producing sponge cake products
- techniques and considerations for production scheduling, including:
  - timings
  - volume requirements
  - product processing requirements
  - recipe reformulation to minimise waste
  - finishing requirements for sponge cake products
  - bake parameters for sponge cake products
- characteristics and storage requirements of ingredients used in sponge products production, including:

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  - sponge premixes
  - eggs
  - sugar
  - cake fats and shortenings
  - cake flour
  - sponge emulsifiers
  - colouring and flavouring additives
  - fresh cream
  - imitation cream
  - compound chocolate
  - jams, conserves and spreads
- determining the correct quantity of colourings and flavourings to match sponge batter size
- selecting and preparing tins and trays to match sponge cake types, including:
  - greasing
  - spraying
  - papering
- recipe formulations for sponge cake, including:
  - genoise
  - traditional
  - premix
  - emulsified
- processes required for producing sponge cake batters, including:
  - mixing, including combination aerated and physically aerated
  - depositing
  - baking, including time and temperatures for sponge batter type and volume
  - de-panning without damage
  - cooling
  - packaging
- preparation and applications of finishes, including:
  - aerating fresh creams
  - mixing icings
  - masking and combing sponges
  - piping decorations
  - melting compound chocolate
  - piping simple inscriptions for special occasion decorating
  - splitting and filling sponges
- storage requirements for finished sponge cake products
- techniques for testing bake of sponge by feel and sight
- causes and corrective action for predictable and sometimes unpredictable sponge cake production problems, including:

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  - machinery failure
  - environmental factors, including heat, humidity and cold
  - poor quality ingredients
- techniques for disposing of waste
- sponge products production terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - equipment specified in the range of conditions
  - ingredients that meet the sponge cake product types required in the performance evidence
- specifications:
  - recipes that meet the sponge cake products product types required in the performance evidence
  - end-product quality specifications that meet the sponge cake product types required in the performance evidence
  - food safety code regulatory requirements applicable to producing sponge cake products
- timeframes:
  - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK3009 Produce biscuit and cookie products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to produce and finish biscuit and cookie products in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

Food safety legislation applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with their food safety authority for specific requirements.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet required product volumes 1.3 Confirm work area and work practices meet food safety and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace health and safety requirements 1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select biscuit and cookie baking equipment and check to confirm readiness for use 1.6 Select ingredients and check to confirm quality and quantity 1.7 Prepare baking trays to match biscuit and cookie type
2. Mix biscuit and cookie batters and doughs	2.1 Measure ingredient quantities to meet recipe specifications 2.2 Load ingredients into mixer and cook pots in required sequence as required for product type 2.3 Operate mixer and monitor mixing in mixers and cook pots to mix biscuit and cookie batters and doughs 2.4 Fold in ingredients as required to meet product type 2.5 Check biscuit and cookie batters and doughs to identify batter faults and rectify 2.6 Store biscuit and cookie batters and doughs according to food safety requirements
3. Bake biscuit and cookie products	3.1 Deposit, portion and cut biscuit and cookie batters and doughs to trays to meet product type 3.2 Pre-bake finish cookies and biscuits as required to meet product type 3.3 Set baking temperatures and times to prepare for baking 3.4 Load oven and monitor to achieve correct bake and stability for biscuit and cookie product type 3.5 Use sight and feel to assess bake of biscuit and cookie products 3.6 Unload baked biscuit and cookie products to cool 3.7 Check biscuit and cookie bake to identify faults and rectify
4. Prepare finishing mediums	4.1 Assemble finishing ingredients and equipment and prepare for use 4.2 Measure finishing ingredient quantities to meet recipe specifications 4.3 Operate and monitor mixer to prepare creams and icings as required for product type 4.4 Melt and prepare chocolate for decorating as required for product

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	type 4.5 Prepare jams for decorating as required for product type 4.6 Prepare garnishes for decorating as required for product type 4.7 Prepare piping bags to decorate with chocolate and pipe finishing decorations 4.8 Check finishing mediums to identify faults and rectify
5. Finish biscuit and cookie products	5.1 Fill biscuit and cookie products as required for product type 5.2 Apply garnishes and decorating finishes to decorate biscuit and cookie products as required for product type 5.3 Check finished biscuit and cookie products to identify finishing faults and rectify 5.4 Prepare and transfer finished biscuit and cookie products for presentation and storage according to packaging and food safety requirements
6. Complete work	6.1 Clean equipment and work area to meet housekeeping standards 6.2 Dispose of waste according to workplace requirements 6.3 Complete workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions, and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, and temperature and timer settings • Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes • Performs calculations to adjust recipes using baking formulas, and

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Skill	Description
	allows for wastage • Uses understanding of three-dimensional shapes to shape and portion products and check end-product shapes • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Biscuit and cookie baking equipment must include:	• equipment, including:
	  • industrial mixer and attachments
	  • industrial cook tops
	• equipment accessories, including:
	  • whisk attachment
	  • beater attachment
	  • gas or electric hot plates and attachments
	  • dish washing sinks, taps and accessories
	  • cook pots
	  • baking trays
	  • dry ingredient containers
	  • refrigerated ingredient containers
	  • mixing bowls
	  • equipment used to melt chocolate
	• tools and utensils, including:
	  • hand whisks

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	• hand spoons • biscuit and pastry cutters • rolling pins • flour brushes • egg wash brushes • piping bags • piping nozzles.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3009 Produce biscuit and cookie products	FDFRB3003A Produce sponge, cake and cookie batter	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3004A Decorate cakes and cookies	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3006A Bake sponges, cakes and cookies	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3012A Diagnose and respond to product and process faults (pastry, cake and cookies)	Redesigned unit that includes content from previous unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3009 Produce biscuit and cookie products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced biscuit and cookie products, including:

- producing the following four types of biscuit and cookie products:
  - deposited cookie
  - piped shortbread
  - cut or portioned rolled biscuit
  - moulded and portioned biscuit
- using the following three biscuit and cookie mixing methods:
  - creamed method
  - whisked method
  - melted method
- applying the following nine production processes:
  - piping shortbread
  - depositing
  - conditioning fruit
  - roasting nuts
  - cutting biscuits with cutters
  - rolling biscuit dough
  - moulding biscuit dough
  - portioning biscuit doughs
  - inclusion of glace fruits or nuts into biscuit and cookie doughs
- selecting, using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning
- applying the following five finishing and decorating methods:
  - using piped decorations

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    - sandwiching
    - dusting
    - dipping
    - applying glazes or icings
- using the following three finishing ingredients:
    - fondant icing
    - melted chocolate
    - icing sugar
- documenting the production schedule, including the following six considerations:
    - timings
    - volume requirements
    - product processing requirements
    - recipe reformulation to minimise waste
    - finishing requirements for biscuit and cookie product types
    - bake parameters of biscuit and cookie product types.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment, applicable to producing biscuit and cookie products
- safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards
- regulatory requirements for food safety applicable to producing biscuit and cookie products
- considerations for production scheduling, including:
    - timings
    - volume requirements
    - product processing requirements
    - recipe reformulation to minimise waste
    - finishing requirements for biscuit and cookie product types
    - bake parameters of biscuit and cookie product types
- characteristics and storage requirements of ingredients used in biscuit and cookie products production, including:
    - flour suitable for biscuits and cookies
    - preparation of nuts and nut allergies

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  - compound chocolate
  - glace fruits
- preparing and using finishes, including:
  - glace fruit
  - chocolate, including melting properties
  - nuts, including roasting
  - jams
  - fondant heating
  - dipping
  - sandwiching
- processes and techniques for producing biscuit and cookie products, including:
  - hand depositing
  - piping batter in shapes
  - cutting dough
  - moulding dough
  - baking
  - storing, including refrigerating and freezing
  - packaging
- techniques for preparing tins and trays to match biscuit and cookie types, including:
  - spraying
  - papering
- mixing processes for:
  - creamed method
  - whisked method
- shelf life of biscuit and cookie products
- purpose and functions of baking settings, including:
  - oven temperatures
  - baking times
- techniques for testing bake of biscuit and cookie by feel and sight
- required characteristics of biscuit and cookie products, including:
  - crumb structure
  - dryness of biscuit
  - softness of cookie
- causes and corrective action for predictable and sometimes unpredictable biscuit and cookie production problems, including:
  - machinery failure
  - environmental factors, including heat, humidity and cold
  - poor quality ingredients
- techniques for disposing of waste from biscult and cookie production
- biscuit and cookie products production terminology.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - equipment specified in the range of conditions
  - industrial oven
  - personal protective equipment
  - ingredients that meet the biscuit and cookie product types required in the performance evidence
- specifications:
  - recipes that meet the biscuit and cookie product types required in the performance evidence
  - end-product quality specifications that meet the biscuit and cookie product types required in the performance evidence
  - food safety code regulatory requirements applicable to producing biscuit and cookie products
- timeframes:
  - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK3010 Produce cake and pudding products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to produce and finish cake and pudding products in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet required production

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	volume 1.3 Confirm work area and work practices meet food safety and workplace health and safety requirements 1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select cake and pudding baking and steaming equipment and check to confirm readiness for use 1.6 Select ingredients and check to confirm quality and quantity 1.7 Clean and condition dried fruits to prepare for use 1.8 Prepare tins, trays and pans to match cake and pudding types
2. Mix cake and pudding batter	2.1 Measure ingredient quantities to meet recipe specifications 2.2 Load ingredients into mixer in required sequence 2.3 Operate and monitor mixer to mix batter 2.4 Fold in ingredients as required to meet cake and pudding product type 2.5 Check cake and pudding batters to identify faults and rectify
3. Bake and steam cake and pudding products	3.1 Deposit, spread and pipe cake and pudding product batters into tins and trays to prepare for baking 3.2 Set baking and steaming temperatures and times to meet cake and pudding product type and size 3.3 Load ovens and steamers and monitor baking and steaming to achieve even bake and steam of product for product type 3.4 Use sight, feel and skewers to assess bake of cake and pudding products 3.5 Unload and de-pan baked cake products to cool 3.6 Check cake product bake and steam of pudding to identify faults and rectify
4. Prepare finishing mediums	4.1 Assemble finishing ingredients and equipment and prepare for use 4.2 Measure finishing ingredient quantities to meet recipe specification 4.3 Operate and monitor mixer to prepare icings and glazes as required for product type

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Prepare garnishes for decorating as required for product type 4.5 Prepare piping bags to pipe finishing decorations 4.6 Check finishing mediums to identify faults and rectify
5. Finish cake products	5.1 Cut cake products into portions as required for product type 5.2 Apply icings and glazes to mask cake products as required for product type 5.3 Apply garnishes and decorating finishes to decorate cake products as required for product type 5.4 Check finished cake products to identify finishing faults and rectify 5.5 Prepare and transfer products for presentation and storage according to packaging and food safety requirements
6. Complete work	6.1 Clean equipment and work area to meet housekeeping standards 6.2 Dispose of waste according to workplace requirements 6.3 Complete workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, and temperature and timer settings • Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes • Performs calculations to adjust recipes using baking formulas, and allows for wastage • Uses understanding of three-dimensional shapes to shape and

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Skill	Description
	portion products and check end-product shapes • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Cake and pudding baking and steaming equipment must include:	• equipment, including:
	  • industrial mixer and attachments
	  • dish washing sinks
	  • cool room or refrigerator
	• equipment accessories, including:
	  • sink taps and accessories
	  • cool room or refrigerator shelving
	• ancillary equipment, including:
	  • cake baking trays
	  • cake tins or hoops
	  • cooling wires
	  • equipment used to steam puddings
	  • mixing bowls
	• tools and utensils, including:
	  • pallet knives
	  • serrated knife
	  • plastic scrapers
	  • sieves

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	• thermometer.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3010 Produce cake and pudding products	FDFRB3003A Produce sponge, cake and cookie batter	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3004A Decorate cakes and cookies	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3006A Bake sponges, cakes and cookies	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3012A Diagnose and respond to product and process faults (pastry, cakes and cookies)	Redesigned unit that includes content from previous unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3010 Produce cake and pudding products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced basic cake and pudding products according to the production schedule, including:

- producing and decorating the following six cake and pudding product varieties:
  - fruit cake decorated with fondant or plastic icing
  - steamed pudding
  - flavoured bar cake decorated with icing
  - cake slice decorated with icing or glaze
  - flavoured cupcake or muffin
  - special dietary cake
- producing specialty dietary cake to one of the following two dietary requirements:
  - vegan
  - gluten-free
- using the following three cake and pudding mixing methods:
  - all in mixing method
  - mixing sugar batter method
  - mixing flour batter method
- using the following five production processes and techniques:
  - depositing cake and pudding batter
  - steaming of puddings
  - baking of cakes
  - conditioning of dried fruit
  - portioning and slicing of cakes and slices
- using the following two decorating and finishing techniques:
  - covering and garnishing with RTR, fondant or plastic icing

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    - spreading with icing or glaze
- conditioning of dried fruit for use in batter for one of the following two products:
    - cake
    - pudding
- selecting, using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning.
- documenting the production schedule, including the following six considerations:
    - timings
    - volume requirements
    - product processing requirements
    - decorating and finishing requirements for cakes
    - recipe reformulation to minimise waste
    - bake and steam parameters of cakes and puddings.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment, applicable to producing cake and pudding products
- safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards
- regulatory requirements for food safety applicable to producing cake and pudding products
- considerations for production scheduling, including:
    - timings
    - volume requirements
    - product processing requirements
    - recipe reformulation to minimise waste
    - decorating and finishing requirements for cakes
    - bake and steam parameters of cakes and puddings
- types, functions and storage requirements of ingredients as used in cake and pudding products production, including:
    - eggs
    - sugar
    - cake fats
    - cake flours
    - baking powder

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    - bicarbonate soda
    - dried fruit
    - ready to roll (RTR)/fondant/plastic icing
    - icings and glazes
- special dietary requirements for cakes, including both vegan and gluten-free
- techniques for preparing tins and trays to match cake and pudding types, including:
    - greasing
    - spraying
    - insulating baking tins and pans to match richness of cakes
- ingredient ratios and mixing processes:
    - fruit cake and puddings
    - pound cake
    - hi-ratio cake
- processes for producing cake and pudding products, including:
    - insulating
    - baking, including radiant and conductive heat
    - steaming and boiling
    - de-panning without damage
    - cooling
    - finishing
    - packaging
- types of finishing mediums, including:
    - icings
    - glazes
    - RTR icing, fondant and plastic icing
- techniques for portioning cakes and cake slices to suit end-product and finishing requirements
- shelf life of cakes and puddings
- techniques for selecting tins and trays appropriate for cake and pudding product size and shape
- purpose and functions of production settings, including:
    - oven temperatures to match richness of cakes
    - baking times to match richness of cakes
    - steaming times and temperatures for pudding batter type and volume
- techniques for testing bake of cakes and puddings by feel, sight and skewer
- causes and corrective action for predictable and sometimes unpredictable cake and pudding production problems, including:
    - machinery failure
    - poor quality ingredients
- techniques for disposing of waste from cake and pudding production
- cake and pudding products production terminology.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - equipment specified in the range of conditions
  - industrial oven
  - ingredients that meet the cake and pudding product types required in the performance evidence
- specifications:
  - recipes that meet the cake and pudding product types required in the performance evidence
  - end-product quality specifications that meet the cake and pudding product types required in the performance evidence
  - food safety code regulatory requirements applicable to producing cake and pudding products
- timeframes:
  - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK3011 Produce frozen dough products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to produce frozen dough products in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

FBPRBK3005 Produce basic bread products.

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet required production volume

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm work area and work practices meet food safety and workplace health and safety requirements 1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select frozen and par baked dough baking equipment and check to confirm readiness for use 1.6 Select ingredients and check to confirm quality and quantity
2. Mix frozen dough	2.1 Measure ingredient quantities to meet recipe specification 2.2 Load ingredients into mixer in required ingredient placement 2.3 Operate and monitor mixer to achieve frozen dough development for product type 2.4 Check frozen and par baked dough to identify dough faults and rectify
3. Process frozen and par baked doughs	3.1 Divide, scale, mould and intermediate prove frozen and par baked dough to meet required end-product shape and baked weight 3.2 Final mould frozen and par baked dough and place on freezing or baking surfaces 3.3 Laminate and finish frozen and par baked dough as required prior to freezing or par baking 3.4 Check processed frozen and par baked dough to identify faults and rectify 3.5 Package and freeze frozen and par baked dough to meet food safety requirements
4. Par bake bread products	4.1 Final prove par baked dough to prepare for baking 4.2 Set baking temperatures and times to prepare for par baking 4.3 Visually check dough size to confirm readiness for baking 4.4 Load oven and steam as required for product type 4.5 Monitor baking to achieve internal par bake temperature for par bake 4.6 Unload and de-pan par baked product to cool 4.7 Check par baked bread products to identify faults and rectify 4.8 Package and freeze par baked bread product to meet food safety requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Recover frozen doughs and par baked breads	5.1 Transfer frozen doughs and par baked breads from frozen storage to trays and pans, to recover and thaw according to food safety requirements 5.2 Final prove frozen doughs as required for product type 5.3 Check recovered doughs and par baked breads to identify faults and rectify
6. Finish frozen dough products	6.1 Prepare pre-bake finishing mediums to meet recipe specifications 6.2 Prepare simple fillings to meet recipe specifications 6.3 Pre-bake finish frozen and par baked products to meet end-product specifications 6.4 Check pre-bake finished products to identify faults and rectify
7. Bake frozen dough products	7.1 Set baking temperatures and times to prepare for baking 7.2 Visually check frozen dough size to confirm readiness for baking 7.3 Load oven and steam frozen bread as required for product type 7.4 Monitor baking to achieve baked colour and stability required for frozen dough product type 7.5 Unload and de-pan baked products to cool 7.6 Check product bake to identify faults and rectify
8. Finish frozen and par baked dough products	8.1 Prepare post-bake finishing mediums to meet recipe specifications 8.2 Post-bake finish products to meet end-product specifications 8.3 Check post-bake finished products to identify faults and rectify
9. Complete work	9.1 Clean equipment and work area to meet housekeeping standards 9.2 Dispose of waste according to workplace requirements 9.3 Complete workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions, and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, and temperature, humidity and timer settings • Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes, and water and dough temperatures • Divides dough into equal portions by estimated weight • Performs calculations to adjust recipes using baking formulas, and allows for wastage • Uses understanding of three-dimensional shapes to mould dough shapes and check end-product shapes • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Frozen and par baked dough baking equipment must include:	• equipment, including:
	  • industrial oven
	  • industrial prover
	  • industrial mixer and attachments
	  • pastry sheeter/dough break or rolling pin
	  • freezer

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	• equipment accessories, including:
	  • oven baking trays
	  • freezing trays
	  • freezing racks
	• ancillary equipment, including:
	  • rolling pin
	  • cooling wires
	  • dough and pastry benches
	• tools and utensils, including:
	  • rolling pins
	  • cake knives
	  • bread knives
	  • processing knives
	  • dough scrapers.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3011 Produce frozen dough products	FDFRB3008A Store, handle and use frozen dough	Supersedes and replaces FDFRB3008A Elements and performance criteria added that include mixing and par baking of frozen dough	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3011 Produce frozen dough products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced frozen dough products according to a production schedule, including:

- producing the following five frozen dough baked products:
  - laminated frozen dough product
  - basic bread frozen dough product
  - sweet yeast bread frozen dough product
  - specialty flour bread frozen dough product
  - chemical leavened frozen dough
- incorporating the following four frozen dough processes:
  - ready-to-prove frozen dough
  - ready-to-bake frozen dough
  - par baked frozen dough
  - finishing frozen dough
- using one of the following two simple fillings:
  - simple sweet filling
  - simple savoury filling
- producing the following four product shapes:
  - baguette
  - round or long roll
  - croissant or danish
  - cut or portioned
- producing the following three product styles:
  - decorated frozen dough

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  - undecorated frozen dough
  - undecorated par baked dough
- finishing the products using the following four techniques:
  - dusting
  - glazing
  - piping
  - scoring
- selecting tins and trays appropriate for dough piece scale weight, volume and size
- selecting, using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning
- documenting the production schedule, including the following seven considerations:
  - timings for freezing frozen and par baked dough
  - timings for thawing frozen and par baked dough
  - product processing requirements for frozen and par baked dough
  - volume requirements
  - recipe reformulation to minimise waste
  - freezing and thawing times
  - bake parameters for frozen product.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment, applicable to producing frozen dough products
- safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards
- regulatory requirements for food safety applicable to producing frozen dough products, including temperature control
- techniques and considerations for production scheduling, including:
  - timings for freezing frozen and par baked dough
  - timings for thawing frozen and par baked dough
  - product processing requirements for frozen and par baked dough
  - volume requirements
  - recipe reformulation to minimise waste
  - freezing and thawing times
  - bake parameters for frozen product
- characteristics and storage requirements of frozen dough types, including:

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  - ready-to-prove frozen dough
  - ready-to-bake frozen dough
  - par baked frozen dough
  - chemically leavened frozen dough
- functions and characteristics for frozen and par baked dough ingredients, including:
  - yeast levels
  - sugar inclusion
  - water and temperature of water
  - effects of salt
- principles and techniques of freezing doughs, including:
  - snap freezing
  - storage stages, including freeze down and recovery
  - maintaining freezer temperatures
  - freezing times for dough types and sizes
  - optimal storage times
  - internal bake temperatures of par baked breads
  - storage patterns for frozen dough, including making efficient use of storage space, stock rotation and minimising temperature fluctuations
- principles of thawing frozen and par baked doughs, including:
  - thawing times for dough types and sizes
  - consequences of slow or fast thawing
  - thawing rate for yeast doughs
- types, functions, safe use, cleaning and freezing capacity of dough freezing equipment, including:
  - conventional freezers
  - blast freezers
- handling requirements for made-up and proved doughs to preserve dough structure
- impacts of factors on production of different frozen dough products, including:
  - finished dough temperature (FDT)
  - dough size
  - dough shape
  - yeast activity
  - processing frozen dough in cool phase
  - processing frozen dough in warm phase
- techniques for calculating yields, adjusting recipes and measuring ingredients
- causes and corrective action for predictable and sometimes unpredictable frozen dough product production problems, including:
  - frozen dough inconsistent temperature
  - frozen dough inconsistent moisture control
  - machinery failure

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  - environmental factors, including heat, humidity and cold
  - poor quality ingredients
- techniques for disposing of waste from frozen dough product production
- frozen dough product production terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - equipment specified in the range of conditions
  - ingredients that meet the frozen dough product types required in the performance evidence
- specifications:
  - recipes that meet the frozen dough product types required in the performance evidence
  - end-product quality specifications that meet the product types required in the performance evidence
  - food safety code regulatory requirements applicable to producing frozen dough products
- timeframes:
  - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK3012 Schedule and produce bread production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to schedule and produce bread production in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan bread production schedule	1.1 Identify bread production targets to meet daily production requirements 1.2 Reformulate master recipes to meet production target

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Estimate process timing and plan process sequence to meet bread production targets 1.4 Document production schedule according to workplace requirements
2. Plan bread production resources and processes	2.1 Identify equipment requirements and check to confirm availability and operational readiness for bread production 2.2 Calculate ingredient quantities required to meet bread production targets 2.3 Confirm availability and quality of ingredient stocks to prepare for bread production
3.Implement bread production	3.1 Implement the production schedule to produce baked products 3.2 Monitor bread production against the production schedule to identify variances, and rectify to ensure bread production targets are met 3.3 Monitor and control food safety risks to meet food safety standards 3.4 Monitor and control workplace health and safety risks to meet workplace health and safety requirements 3.5 Assess baked bread products against required volumes and end-product specifications to identify faults and rectify
4. Complete bread production	4.1 Clean equipment and work area to meet housekeeping standards 4.2 Dispose of waste according to workplace requirements 4.3 Document scheduling adjustments and production outputs according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions, and end-product specifications

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Skill	Description
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, and temperature, humidity and timer settings • Performs calculations to establish production targets, adjust recipes using baking formulas, and allow for wastage • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Daily production requirements must include:	• baked bread products • bread production volume • end-product specifications • times for completion for baked bread products.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3012 Schedule and produce bread	FDFRB3016A Plan and schedule production for retail	Redesigned unit that includes content from the previous unit	No equivalent unit

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production	bakery	Production of baked items added to the unit	

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3012 Schedule and produce bread production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has scheduled production for and produced 19 bread products over a period of four shifts (Note: The scheduling of production is to be done prior to the production of the bread products), including:

- producing the following five bread product types:
  - condensed/sandwich loaves
  - iced decorated sweet yeast buns
  - savoury bread rolls
  - laminated yeast dough as croissant product
  - whole grain flour breads
- producing 14 of the following 17 bread product types:
  - crusty loaf with no more than 2% enriching agents that is plaited, Vienna, French stick or cob
  - soft/enriched bread roll variety
  - crusty/lean bread roll varieties
  - high top loaves, either married or single
  - fruited sweet yeast product
  - filled sweet yeast product
  - cream decorated sweet yeast bun
  - spiced sweet yeast bun or loaf
  - savoury flat bread
  - savoury steamed bread
  - savoury unleavened product
  - fried basic artisan product as decorated donuts

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  - sweet laminated yeast dough as danish product
  - highly enriched basic artisan product
  - wholemeal breads
  - gluten-free breads
  - rye breads
- using at least two of the following four mixing methods per shift:
  - instant/no time/rapid dough process
  - chemical leavened dough
  - bulk ferment
  - ferment
- monitoring operations and addressing variations to the production schedule, ensuring end-product specifications and production targets are met
- documenting and implementing four daily production schedules, including the following production scheduling considerations:
  - production timings
  - product quality
  - reformulation of recipes to suit products
  - finished dough or batter temperatures
  - mixing, processing, baking and finishing requirements for products
  - special equipment or resources required for production
  - scheduling for each stage of the bakery production process, including labour requirements
  - equipment types
- documenting a production report for each of the four shifts that includes the following considerations:
  - scheduling efficiencies for use of equipment and labour in relation to items produced
  - wastage efficiencies of products produced
  - improvements on the scheduling to meet performance
  - product quantities produced in relation to products scheduled
  - completion times of product
  - product quality outcomes.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements applicable to scheduling and producing bread products

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- regulatory requirements for food safety applicable to scheduling and producing bread products, including temperature control and the prevention of cross-contamination in the use of dairy, meat, poultry, fish and vegetable products
- techniques relevant to planning bread production, including:
  - production timings
  - product quality
  - reformulation of recipes to suit products
  - finished dough or batter temperatures
  - mixing, processing, baking and finishing requirements for products
  - special equipment or resources required for production
  - scheduling for each stage of the bakery production process
  - equipment types
- considerations relevant to reporting on production outcomes, including:
  - scheduling efficiencies and whether completion times were met
  - wastage efficiencies of products produced
  - improvements on the scheduling to meet performance
  - product quantities produced in relation to products scheduled
  - completion times of product
  - product quality outcomes
- techniques used to regulate dough maturation and proving, including:
  - formulation
  - temperature control
  - time
- predictable causes of production variation and their likely impact on production targets, including:
  - machine failure
  - product failure
  - calculation errors
  - estimation errors
- production processes for different product ranges, including:
  - use of specific equipment
  - use of specialised ingredients
  - additional preparation requirements
- baking industry terminology relevant to bread production planning.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or an environment that accurately represents workplace conditions

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- resources, equipment and materials:
  - personal protective equipment
  - commercial bakery equipment and information on capacity
  - industrial oven
  - industrial mixer and attachments
  - pastry sheeter or dough break
  - refrigeration
  - ingredients to meet the product types required in the performance evidence
- specifications:
  - production schedule template that includes a level of detail that accurately represents workplace conditions
  - recipe specifications for the product types required in the performance evidence
  - formulae to calculate batch weight to finished product weight
  - end-product quality specifications to meet the product types required in the performance evidence
- timeframes:
  - over five shifts that can be continuous or staggered, consisting of one shift for upfront scheduling of production for the bread products specified in the performance evidence, and four daily shifts for the production of the baked products specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK3013 Schedule and produce cake and pastry production

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to schedule and produce cake and pastry production in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan cake and pastry	1.1 Establish cake and pastry production targets to meet daily

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
production schedule	production requirements 1.2 Reformulate master recipes to meet cake and pastry production targets 1.3 Estimate process timing and plan process sequence to meet cake and pastry production targets 1.4 Document production schedule according to workplace requirements
2. Plan cake and pastry resources and processes	2.1 Identify cake and pastry equipment requirements, and check to confirm availability and operational readiness for cake and pastry production 2.2 Calculate ingredient quantities required to meet cake and pastry production targets 2.3 Confirm availability and quality of ingredient stocks to prepare for cake and pastry production
3. Implement cake and pastry production	3.1 Implement the production schedule to produce cake and pastry products 3.2 Monitor cake and pastry production against the production schedule to identify variances, and rectify to ensure cake and pastry production targets are met 3.3 Monitor and control food safety risks to meet food safety standards 3.4 Monitor and control workplace health and safety risks to meet workplace health and safety requirements 3.5 Assess cake and pastry products against required volumes and end-product specifications to identify faults and rectify
4. Complete cake and pastry production	4.1 Clean equipment and work area to meet housekeeping standards 4.2 Dispose of waste according to workplace requirements 4.3 Document scheduling adjustments and production outputs according to workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, and temperature, humidity and timer settings • Performs calculations to establish production targets, adjust recipes using baking formulas and allow for wastage • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Daily production requirements must include:	• cake and pastry products • cake and pastry production volume • end-product specifications • times for completion for cake and pastry products

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3013 Schedule and produce cake and pastry production Release 2	FBPRBK3013 Schedule and produce cake and pastry production Release 1	Corrected typographical error in Assessment Requirements	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3013 Schedule and produce cake and pastry production

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has scheduled production for and produced 15 cake and pastry products over a period of four shifts (Note: The scheduling of production is to be done prior to the production of the cake and pastry products), including:

- producing the following seven cake, pastry and bread product types:
  - laminated yeast dough as croissant product
  - decorated round or square sponge cake that has a minimum diameter of 18 centimetres
  - fruit cake decorated with ready to roll (RTR), fondant or plastic icing
  - deposited cookie
  - cream or custard filled laminated product
  - decorated and filled choux pastry
  - lean basic artisan rolls or loaves with no more than 2% enriching agents
- producing eight of the following 16 cake and pastry product types:
  - fried basic artisan product as decorated donuts
  - highly enriched basic artisan product
  - sponge roll
  - individual portioned sponge product
  - sponge layer cake
  - flavoured bar cake decorated with icing
  - cake slice decorated with icing or glaze
  - flavoured steam pudding
  - moulded and portioned biscuit
  - piped shortbread

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  - whisked biscuit or cookie
  - sweet filled pastry slice
  - vegetable filled laminated product
  - meat filled laminated product
  - filled sweet non laminated pies or tarts
  - filled savoury non laminated pie or tart product
- mixing, processing, baking and finishing each of the four of the following types of baked products per shift:
  - bread or yeast product
  - cake or sponge
  - cookie or biscuit
  - laminated or non laminated pastry
- monitoring operations and addressing variations to the production schedule, ensuring end-product specifications and cake and pastry production targets are met
- documenting and implementing four daily production schedules, including the following production scheduling considerations:
  - production timings
  - product quality
  - reformulation of recipes to suit products
  - finished dough or batter temperatures
  - mixing, processing, baking and finishing requirements for products
  - special equipment or resources required for production
  - scheduling for each stage of the bakery production process, including labour requirements
  - equipment types
- documenting production reports for each of the four shifts that include the following considerations:
  - scheduling efficiencies for use of equipment and labour in relation to items produced
  - wastage efficiencies of products produced
  - improvements on the scheduling to meet performance
  - product quantities produced in relation to products scheduled
  - completion times of product
  - product quality outcomes.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- workplace health and safety requirements applicable to scheduling and producing cake and pastry production
- requirements for food safety applicable to scheduling and producing cake and pastry products, including temperature control and the prevention of cross-contamination in the use of dairy, meat, poultry, fish and vegetable products
- considerations relevant to planning cake and pastry production, including:
  - production timings
  - product quality
  - reformulation of recipes to suit products
  - finished dough or batter temperatures
  - mixing, processing, baking and finishing requirements for products
  - special equipment or resources required for production
  - scheduling for each stage of the bakery production process
  - equipment types
- considerations relevant to reporting on production outcomes, including:
  - scheduling efficiencies, and whether completion times were met
  - wastage efficiencies of products produced
  - improvements on the scheduling to meet performance
  - product quantities produced in relation to products scheduled
  - completion times of product
  - product quality outcomes
- techniques used to regulate dough and batter maturation and proving, including:
  - formulation
  - temperature control
  - time
- predictable causes of production variation and their likely impact on production targets, including:
  - machine failure
  - product failure
  - calculation errors
  - estimation errors
- production processes for different product ranges, including:
  - use of specific equipment
  - use of specialised ingredients
  - additional preparation requirements
- baking industry terminology relevant to production planning.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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    - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment
    - commercial bakery equipment and information on capacity
    - industrial oven
    - industrial mixer and attachments
    - pastry sheeter or dough break
    - refrigeration
    - ingredients to meet the product types required in the performance evidence
- specifications:
    - production schedule template that includes a level of detail that accurately represents workplace conditions
    - recipe specifications for the product types required in the performance evidence
    - formulae to calculate batch weight to finished product weight
    - end-product quality specifications to meet the product types required in the performance evidence
- timeframes:
    - five shifts that can be continuous or staggered, consisting of one shift for upfront scheduling of production for the cake and pasty products specified in the performance evidence, and four daily shifts for the production of the cake and pasty products specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK3014 Produce sweet yeast products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to produce sweet yeast products in a commercial baking environment. Sweet yeast products include enriched breads and fruited enriched breads.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet required production

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	volumes 1.3 Confirm work area and work practices meet food safety and workplace health and safety requirements 1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select sweet yeast baking equipment and check to confirm readiness for use 1.6 Select and prepare ingredients and check to confirm quality and quantity 1.7 Clean and condition fruits to prepare for use 1.8 Prepare sweet fillings as required for product type
2. Mix sweet yeast dough	2.1 Measure ingredient quantities to meet recipe specifications 2.2 Load ingredients into mixer in required placement 2.3 Operate and monitor mixer to achieve sweet yeast dough development for product type 2.4 Check mixed sweet yeast dough to identify faults and rectify
3. Process sweet yeast dough	3.1 Divide, scale, mould and intermediate prove sweet yeast dough to meet end-product shape and baked weight 3.2 Apply sweet fillings to sweet yeast doughs to meet product type 3.3 Final mould sweet yeast dough to meet product requirements, and place on baking surfaces for final prove 3.4 Retard sweet yeast dough as required for product type 3.5 Final prove sweet yeast dough as required for product type 3.6 Check processed sweet yeast dough to identify faults and rectify
4. Bake sweet yeast products	4.1 Set baking temperatures and times to prepare for baking 4.2 Visually check dough size to confirm readiness for baking 4.3 Monitor baking to achieve baked colour and stability required for sweet yeast product type 4.4 Unload and de-pan sweet yeast products to cool 4.5 Glaze products after baking as required for product type 4.6 Check sweet yeast products to identify faults and rectify

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Finish sweet yeast products	5.1 Prepare finishing mediums to meet recipe specifications 5.2 Finish baked products to meet end-product specifications 5.3 Check finished products to identify faults and rectify 5.4 Prepare and transfer products for presentation and storage according to packaging and food safety requirements
6. Complete work	6.1 Clean equipment and work area to meet housekeeping standards 6.2 Dispose of waste according to workplace requirements 6.3 Complete workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, and temperature, humidity and timer settings • Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes, and water and dough temperatures • Performs calculations to adjust recipes using baking formulas, and allows for wastage • Divides dough into equal portions by estimated weight • Uses understanding of three-dimensional shapes to mould dough shapes and check end-product shapes • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of	• Complies with workplace health and safety and food safety

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Skill	Description
work	regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Sweet yeast baking equipment must include:	• equipment, including:
	  • industrial oven
	  • industrial mixer and attachments
	• ancillary equipment, including:
	  • dried fruit storage containers
	  • jugs used for storing glazes
	  • dry ingredient storage containers
	  • baking trays used for sweet yeast
	  • cooling wires used for sweet yeast
	• tools and utensils, including:
	  • piping bags used for decorating
	  • piping nozzles used for decorating
	  • brushes used for glazing products
	  • knives used for decorating and cutting.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3014 Produce sweet yeast products	FDFRB3014A Produce sweet yeast products	Redesigned unit that includes content from previous unit,	Equivalent unit

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		excluding frying and laminated products	

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3014 Produce sweet yeast products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced sweet yeast products according to a production schedule, including:

- producing the following five enriched sweet yeast products:
  - filled sweet yeast product
  - fruited sweet yeast product
  - spiced sweet yeast bun or loaf
  - cream decorated sweet yeast bun
  - iced decorated sweet yeast bun
- mixing and using the following three enriched doughs:
  - premix dough
  - instant dough/no time dough/scratch mix dough
  - bulk ferment dough
- using retarding for one of the sweet yeast doughs listed above
- using the following six moulding techniques:
  - rounding
  - batons
  - degassing
  - curling/rolling
  - sealing
  - scrolls
- using the following three finishing and decorating techniques:
  - using cream to decorate sweet yeast product
  - using icing to decorate sweet yeast product

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    - using fondant to decorate sweet yeast product
- selecting, using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning
- selecting tins and trays appropriate for dough piece scale, weight, volume and size
- documenting the production schedule, including the following six considerations:
    - timings
    - volume requirements
    - product processing requirements
    - recipe reformulation to minimise waste
    - finishing requirements of sweet yeast products
    - baked parameters of sweet yeast products.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment, applicable to producing sweet yeast products
- safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards
- regulatory requirements for food safety applicable to producing sweet yeast products
- considerations for production scheduling, including:
    - timings
    - volume requirements
    - product processing requirements
    - recipe reformulation to minimise waste
    - finishing requirements of sweet yeast products
    - baked parameters of sweet yeast products
- recipe ratios and limits for enriched doughs
- types, functions, characteristics, and storage requirements of ingredients, including:
    - sugars
    - crumb softening agents
    - conditioned fruit
    - cream
    - icing
    - spices
- purpose and techniques for the cleaning, conditioning and use of fruits
- ingredient interactions for sweet yeast products, including:

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  - yeast and sugar ratios
  - reduced salt levels
  - reduced water levels
- characteristics of sweet yeast products, including:
  - filled sweet yeast product
  - fruited sweet yeast product
  - spiced sweet yeast bun or loaf
  - decorated sweet yeast product
- mixing processes and gluten development for enriched doughs
- principles of the sweet yeast production processes, including:
  - preparing fillings
  - inclusion of fruit and spices in sweet dough
  - decorating sweet yeast
  - cool phase retarding
  - warm phase retarding
  - baking
  - cooling
  - packaging
- techniques and requirements for finishing sweet yeast products
- impacts on production of different sweet yeast products, including:
  - dough temperature
  - mixing time and gluten development
  - water addition and consistency of dough
  - yeast activity
- techniques for calculating yields, adjusting recipes and measuring ingredients
- techniques for selecting tins and trays appropriate for dough piece scale weight, volume and size
- purpose and functions of sweet yeast settings, including:
  - baking times and temperatures
  - proving humidity and temperature
- required characteristics of sweet yeast products, including:
  - crumb softness
  - shelf life
  - flavour
  - visual appearance
- causes and corrective action for predictable and sometimes unpredictable sweet yeast problems, including:
  - machinery failure
  - environmental factors, including heat, humidity and cold
  - poor quality ingredients

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- techniques for disposing of waste
- sweet yeast production terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - equipment specified in the range of conditions
  - refrigeration
  - mechanical moulding equipment
  - mixing bowls
  - tins
  - ingredients that meet the sweet yeast product types required in the performance evidence
- specifications:
  - recipes that meet the sweet yeast product types required in the performance evidence
  - end-product quality specifications that meet the sweet yeast product types required in the performance evidence
  - food safety code regulatory requirements applicable to producing sweet yeast products
- timeframes:
  - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK3015 Schedule and produce bakery production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to schedule and produce bakery production in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan production schedule	1.1 Establish production targets to meet daily production requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Reformulate master recipes to meet production targets 1.3 Estimate process timing and plan process sequence to meet production targets 1.4 Document production schedule according to workplace requirements
2. Plan production resources and processes	2.1 Identify equipment requirements, and check to confirm availability and operational readiness for production 2.2 Calculate ingredient quantities required to meet production targets 2.3 Confirm availability and quality of ingredient stocks to prepare for production
3. Implement production	3.1 Implement the production schedule to produce baked products 3.2 Monitor production against the production schedule to identify variances, and rectify to ensure production targets are met 3.3 Monitor and control food safety risks to meet food safety standards 3.4 Monitor and control workplace health and safety risks to meet workplace health and safety requirements 3.5 Assess baked products against required volumes and end-product specifications to identify faults and rectify
4. Complete production	4.1 Clean equipment and work area to meet housekeeping standards 4.2 Dispose of waste according to workplace requirements 4.3 Document scheduling adjustments and production outputs according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions and end-product specifications

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Skill	Description
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, and temperature, humidity and timer settings • Performs calculations to establish production targets, adjust recipes using baking formulas, and allow for wastage • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Daily production requirements must include:	• baked products, including breads, cakes and pastries • production volume • end-product specifications • times for completion for baked products.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3015 Schedule and produce bakery	FDFRB3016A Plan and schedule production for retail	Redesigned unit that includes content from previous unit	No equivalent unit

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production	bakery	Production of baked items added to the unit	

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3015 Schedule and produce bakery production

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has scheduled production for and produced 17 baked products over four shifts (Note: The scheduling of production is to be done prior to the production of the baked items), including:

- producing the following ten baked product types:
  - condensed or sandwich loaves
  - iced decorated sweet yeast bun
  - savoury bread rolls
  - laminated yeast dough as croissant product
  - whole grain flour breads
  - decorated round or square sponge cake that has a minimum diameter of 18 centimetres
  - flavoured bar cake decorated with icing
  - deposited cookie
  - cream or custard filled laminated product
  - decorated and filled choux pastry
- producing seven of the following 12 baked product types:
  - crusty loaf with no more than 2% enriching agents that is plaited, Vienna, French stick or cob
  - soft/enriched bread roll variety
  - crusty/lean bread rolls varieties
  - fruited sweet yeast product
  - savoury flat breads
  - fried basic artisan product as decorated donuts
  - wholemeal breads
  - sponge roll
  - cake slice decorated with icing or glaze

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    - moulded and portioned biscuit
    - sweet filled pastry slice
    - filled sweet non laminated pies or tarts
- mixing, processing, baking and finishing each of the following four types of baked products per shift:
    - bread
    - cake or sponge
    - cookie or biscuit
    - laminated or non laminated pastry
- monitoring operations and addressing variations to the production schedule, ensuring end-product specifications and production targets are met
- documenting and implementing four daily production schedules, including the following production scheduling considerations:
    - production timings
    - product quality
    - reformulation of recipes to suit products
    - finished dough or batter temperatures
    - mixing, processing, baking and finishing requirements for products
    - special equipment or resources required for production
    - scheduling for each stage of the bakery production process, including labour requirements
    - equipment types
- documenting production reports for each of the four shifts that include:
    - scheduling efficiencies for use of equipment and labour in relation to items produced
    - wastage efficiencies of products produced
    - improvements on the scheduling to meet performance
    - product quantities produced in relation to products scheduled
    - completion times of product
    - product quality outcomes.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements applicable to scheduling and producing bakery products

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- regulatory requirements for food safety applicable to producing bakery products, including temperature control and the prevention of cross-contamination in the use of dairy, meat, poultry, fish and vegetable products
- considerations relevant to scheduling bakery production, including:
  - production timings
  - product quality
  - reformulation of recipes to suit products
  - finished dough or batter temperatures
  - mixing, processing, baking and finishing requirements for products
  - special equipment or resources required for production
  - scheduling for each stage of the bakery production process
  - equipment types
- considerations relevant to reporting on production outcomes, including:
  - scheduling efficiencies, and whether completion times were met
  - wastage efficiencies of products produced
  - improvements on the scheduling to meet performance
  - product quantities produced in relation to products scheduled
  - completion times of product
  - product quality outcomes
- techniques used to regulate dough and batter maturation and proving, including:
  - temperature control
  - time
- predictable causes of production variation and their likely impact on production targets, including:
  - machine failure
  - product failure
  - calculation errors
  - estimation errors
- production processes for different product ranges, including:
  - use of specific equipment
  - use of specialised ingredients
  - additional preparation requirements
- baking industry terminology relevant to production scheduling.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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  - personal protective equipment
  - commercial bakery equipment and information on capacity
  - industrial oven
  - industrial mixer and attachments
  - pastry sheeter or dough break
  - refrigeration
  - ingredients to meet the product types required in the performance evidence
- specifications:
  - production schedule template that includes a level of detail that accurately represents workplace conditions
  - recipe specifications for product types required in the performance evidence
  - formulae to calculate batch weight to finished product weight
  - end product quality specifications to meet the product types required in the performance evidence
- timeframes:
  - five shifts that can be continuous or staggered, consisting of one shift for upfront scheduling of production of the baked products specified in the performance evidence, and four daily shifts for the production of the baked products specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK3016 Control and order bakery stock

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to control and order bakery stock in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Order and receive stock	1.1 Process stock orders in accordance with workplace procedures 1.2 Maintain and adjust stock re-order cycles to meet bakery

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Check and record incoming stock against order and delivery specifications to identify discrepancies and rectify 1.4 Check food product packaging on delivery to identify damage and rectify 1.5 Check and record temperature on delivery of frozen and chilled food products to ensure food safety standards are met, and rectify 1.6 Date code perishable items on delivery to maximise use 1.7 Communicate with suppliers to ensure continuity of supply 1.8 Monitor ordering and supply processes to identify problems and rectify
2. Store stock	2.1 Keep stock to maximise use and minimise waste 2.2 Clean storage areas to meet food safe housekeeping requirements 2.3 Inspect storage areas to identify indicators of pest contamination and rectify 2.4 Use safe manual handling techniques to move and store stock 2.5 Label stock with dates in accordance with workplace procedures 2.6 Store perishable stock in sealed containers to avoid food contamination and pests 2.7 Monitor and maintain cleanliness of stock handling and storage areas to meet housekeeping and hygiene requirements
3. Maintain stock	3.1 Monitor and record stock levels in accordance with workplace procedures 3.2 Monitor stock performance to determine stock usage rate 3.3 Rotate stock according to use-by date to maximise use and minimise waste 3.4 Check and adjust environmental conditions to maintain quality of perishables 3.5 Conduct temperature checks of perishables to identify storage problems, and rectify to protect perishables from spoilage 3.6 Inspect items for pest damage and infestation and dispose of spoiled stock according to workplace procedures
4. Minimise stock losses	4.1 Check storage of stock to identify stock problems, and rectify to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	maintain stock quality 4.2 Identify, record and report stock losses in accordance with workplace procedures 4.3 Identify avoidable losses and determine the cause of the loss to recommend and implement solutions to prevent future avoidable losses

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from order, delivery and supplier information, use-by dates, stock labels and workplace procedures
Numeracy	• Identifies and comprehends measurements, including stock volumes and perishables, and stock area temperature and humidity • Interprets safe food condition temperature range requirements for perishables and stores • Uses thermometers to measure temperatures • Completes stock records using mathematical symbols and conventions • Performs calculations and estimations to determine stock levels
Writing	• Completes stock records and forms using required format, language and structure
Oral communication	• Uses vocabulary relevant to role and context to convey information clearly to suppliers
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action • Uses digital technologies to set process parameters

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3016 Control and order bakery stock	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3016 Control and order bakery stock

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has controlled and ordered bakery stock, including:

- controlling and ordering three types of bakery stock, including:
  - refrigerated goods
  - frozen goods
  - dry store goods
- checking stock re-order levels
- completing stock order forms
- checking the following five requirements during receiving of stock:
  - incoming stock against order specifications
  - packaging condition
  - date codes of perishable items
  - temperature of perishables
  - ordered stock against supply arrangements, including time and delivery arrangements
- adhering to the following three requirements during storage of stock:
  - applying date labels to stock with limited shelf life
  - checking the condition of storage containers for damage
  - using safe manual handling procedures for lifting and moving ingredients
- meeting the following five requirements while maintaining the storage of stock:
  - cleaning dry goods storage areas
  - cleaning refrigerated goods storage areas
  - cleaning frozen goods storage areas
  - checking storage areas for pest contamination and identifying pest infestation indicators
  - rotating stock according to date codes on ingredients, and recording out-of-date stock

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- identifying and recording the following information in the process of ordering, receiving, storing and maintaining stores:
  - spoilt stock
  - stock losses
  - the cause of stock losses.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment (PPE), applicable to controlling and ordering bakery stock
- food safety procedures applicable to controlling and ordering bakery stock, including:
  - using storage containers
  - labelling and coding stock
  - humidity
  - temperature
  - ventilation
  - protection from common pests
  - protection from heat
  - protection from air conditioning
  - protection from accidental damage by people
  - protection from environmental heat
  - protection from environmental light
  - sanitary cleanliness
- types of bakery stock, including:
  - refrigerated goods
  - frozen goods
  - dry store goods
- principles of stock control, including:
  - rotation and replenishment
  - supplier lead times
  - safety stock
  - stock re-order levels
  - product life cycle and maximising the use of all stock
  - checking for usage rates of stock
  - segregating non-food items from food items that have the potential to cause contamination
- storage areas and the cleaning requirements to maintain hygienic conditions, including:
  - dry stores
  - cool rooms

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  - freezers
  - refrigerators
- types of contamination, including:
  - microbiological
  - chemical
  - physical
- types of stock quality checks, including:
  - type
  - quantity
  - use-by date
  - damaged packaging
  - odour
  - colour
- techniques for measuring and recording temperature in bakery stores
- bakery stores terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a retail bakery or an environment that accurately represents workplace conditions
  - designated delivery area
  - designated storage area for the bakery stock types required in the performance evidence
- resources, equipment and materials:
  - personal protective equipment
  - thermometer
  - refrigerated storage
  - frozen storage
  - dry storage
  - ingredients that meet the bakery stock types required in the performance evidence
  - temperature recording charts
- specifications:
  - food safe temperature tolerances
- relationships (internal and/or external):
  - bakery suppliers
- timeframes:
  - according to work requirements.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPRBK3017 Operate plant baking processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to operate interrelated bread plant baking processes in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

FBPRBK3005 Produce basic bread products.

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet required production volumes

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm work area and work practices meet food safety and workplace health and safety requirements 1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select plant baking equipment, and load and position materials, ingredients and products to meet production requirements
2. Mix bread plant dough	2.1 Measure ingredient quantities to meet recipe specification 2.2 Load ingredients into mixer in required placement 2.3 Operate and monitor mixer to achieve bread plant dough development for product type 2.4 Monitor bread plant dough mixing process to identify faults and rectify
3. Operate bread plant divider	3.1 Check condition and operation of dividing plates to prepare for operation 3.2 Check bread plant hopper and divider plates are oiled for use 3.3 Adjust bread plant divider settings for dough weight 3.4 Load dough into hopper and operate bread plant divider to divide dough 3.5 Measure dough weights to confirm divided dough meets weight specifications 3.6 Monitor bread plant dividing process to identify faults and rectify
4. Operate bread plant rounder moulder	4.1 Check condition and operation of bread plant rounder moulder to prepare for operation 4.2 Adjust bread plant rounder moulder settings for dough weight 4.3 Use bread plant rounder moulder to mould dough 4.4 Check dough tightness and smoothness of dough to identify faults and rectify 4.5 Check dough positioning for depositing into intermediate prover pockets to identify faults and rectify 4.6 Monitor bread plant moulding process to identify faults and rectify
5. Operate bread plant intermediate prover	5.1 Check condition, rotation and operation of bread plant intermediate prover to prepare for operation 5.2 Adjust bread plant intermediate prover settings to match speed of

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	production 5.3 Check dough pockets to identify faults and rectify 5.4 Dust as required for product type 5.5 Monitor bread plant intermediate proving process to identify faults and rectify
6. Operate bread plant final moulder	6.1 Check condition and operation of bread plant final moulder to prepare for operation 6.2 Adjust bread plant final moulder settings for dough volume 6.3 Adjust bread plant final moulder plates and blades for dough type 6.4 Monitor 4-piecing unit and adjust to achieve optimum formation in tins 6.5 Monitor bread plant final moulding process to identify faults and rectify
7. Complete bread plant dough final prove	7.1 Locate and position bread pans and oiling equipment for final moulded dough 7.2 Place final moulded dough in oiled pans to prepare for final prove 7.3 Complete final prove of bread plant bread according to product type 7.4 Monitor bread plant final proving process to identify faults and rectify
8. Bake bread plant dough	8.1 Set baking temperatures and times to prepare for baking 8.2 Visually check dough size to confirm readiness for baking 8.3 Load oven and steam as required for product type 8.4 Monitor baking to achieve baked colour and stability required for bread plant product type 8.5 Unload and de-pan bread plant products to cool 8.6 Monitor bread plant baking process to identify faults and rectify 8.7 Check bread plant products bake to identify faults and rectify
9. Complete work	9.1 Clean equipment and work area to meet housekeeping standards 9.2 Dispose of waste according to workplace requirements 9.3 Complete workplace records according to workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, and temperature, humidity and timer settings • Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes, and water and dough temperatures • Divides dough into equal portions by estimated weight • Performs calculations to adjust recipes using baking formulas, and allows for wastage • Uses understanding of three-dimensional shapes to set and check end-product shapes • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

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Plant baking equipment must include:	• equipment, including:
	  • industrial oven
	  • industrial mixer and attachments
	  • bread plant dough divider
	  • bread plant dough rounder moulder
	  • bread plant intermediate prover
	  • bread plant final moulder
	  • mechanical bread slicer
	• equipment accessories, including:
	  • divider blades
	  • intermediate prover pockets
	  • moulder plates
	• ancillary equipment, including:
	  • dry ingredients storage containers
	  • strapped baking tins
	  • strapped baking tin lids
	  • ingredient storage bins
	• tools and utensils, including:
	  • thermometer
	  • timer
	  • dough knives
	  • dough scrapers.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3017 Operate plant baking processes	Not applicable	New unit	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3017 Operate plant baking processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has operated plant baking processes to produce bread plant products, including:

- producing the following four bread plant dough types:
  - white bread
  - brown or wholemeal bread
  - grain bread
  - enriched sweet yeast bread
- producing the following five bread products:
  - crusty/lean loaf – plaited, Vienna, cob or stick
  - enriched sweet yeast bread loaf as high top or condensed loaves
  - enriched bread loaves as condensed or high top
  - brown or wholemeal bread loaves as high tops, condensed, cobs or Viennas
  - grain bread loaves as high tops, condensed, cobs or Viennas
- using the following two mixing processes:
  - mixing instant/no time doughs
  - mixing ferment
- using the following four bread plant processes:
  - bread plant dough divider
  - bread plant dough rounder moulder
  - bread plant intermediate prover
  - bread plant final moulder
- using the following three finishing techniques:
  - seeding
  - steaming

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    - scoring
- using lids to condense loaves
- adjusting bread plant equipment settings to meet process output requirements
- inspecting equipment condition to identify and confirm that equipment is clean and configured for processing requirements
- positioning sensors or controls
- ensuring safety guards are in place and operational
- loading and positioning materials in bread plant equipment
- monitoring material flow and work-in-progress through the system
- selecting tins, bread boards, baskets or trays appropriate for dough piece scale weight, volume and size
- selecting, using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning
- documenting the production schedule, including the following nine considerations:
    - timings
    - volume requirements
    - product processing requirements
    - recipe reformulation to minimise waste
    - bread plant dough divider setting for product requirement
    - bread plant dough rounder moulder setting for product requirement
    - bread plant intermediate prover setting for product requirement
    - bread plant final moulder setting for product requirement
    - bake parameters for required products.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment (PPE), applicable to operating plant baking processes
- safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards
- food safety requirements applicable to operating plant baking processes
- considerations for production scheduling of plant baking processes, including:
    - timings
    - volume requirements
    - product processing requirements
    - recipe reformulation to minimise waste

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    - bread plant dough divider setting for product requirement
    - bread plant dough rounder moulder setting for product requirement
    - bread plant intermediate prover setting for product requirement
    - bread plant final moulder setting for product requirement
    - bake parameters for required products
    - functions and characteristics of ingredients used in bread plant production, including food grade equipment oils in plant bread baking
- purpose and basic principles of the production system, including the flow of product from plant divider to plant rounder moulder to plant intermediate prover to plant final moulder
- basic operating principles of equipment and related accessories, including:
    - equipment adjustment points
    - purpose and status of guards
    - range, location and alignment requirements of sensors and related feedback instruments
    - single and multi-pocket dividers
    - spray panning units
    - de-panner units
    - conveyors
- operating capacities of equipment used in the system, including:
    - output capacity of mixer
    - output capacity of divider
    - total time through bread plant process from mixer to final plant moulder
    - principles of the bread plant baking production processes, including:
    - mixing
    - bread plant divider
    - bread plant rounder moulder
    - bread plant intermediate prover
    - bread plant final moulder
- techniques for calculating yields, adjusting recipes and measuring ingredients
- causes and corrective action for predictable and sometimes unpredictable bread plant problems, including:
    - machinery failure
    - environmental factors, including heat, humidity and cold
    - poor quality ingredients
- techniques for disposing of waste after bread plant production
- bread plant production terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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    - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment
    - equipment specified in the range of conditions, and related accessories and services
    - ingredients that meet the bread plant products types required in the performance evidence
- specifications:
    - recipes that meet the bread plant product types required in the performance evidence
    - end-product quality specifications that meet the bread plant product types required in the performance evidence
- timeframes:
    - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK3018 Produce basic artisan products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to produce basic artisan products in a commercial baking environment. Basic artisan products include European basic artisan products, cultural basic artisan products, laminated basic artisan products, fried basic artisan products, highly enriched basic artisan products and festive occasion basic artisan products.

This unit applies to individuals who apply a broad range of specialised knowledge and skills with responsibility for their own work. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet required production volumes 1.3 Confirm work area and work practices meet food safety and workplace health and safety requirements 1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select basic artisan baking equipment and check to confirm readiness for use 1.6 Select ingredients and check to confirm quality and quantity
2. Mix basic artisan doughs	2.1 Measure ingredient quantities to meet recipe specifications 2.2 Load ingredients into mixer in required ingredient placement 2.3 Operate and monitor mixer to achieve basic artisan dough development for product type 2.4 Check mixed basic artisan dough to identify faults and rectify
3. Process basic artisan dough	3.1 Divide, scale, mould and intermediate prove basic artisan dough to meet required end-product shape and baked weight 3.2 Final mould and place on baking surfaces for final prove 3.3 Laminate basic artisan dough with laminating fat as required for product type 3.4 Retard basic artisan dough as required for product type 3.5 Final prove basic artisan dough as required for product type 3.6 Check processed basic artisan dough to identify faults and rectify
4. Pre-bake finish basic artisan products	4.1 Prepare pre-bake finishing mediums to recipe specification 4.2 Pre-bake finish basic artisan products to meet end-product specification 4.3 Check pre-bake finished basic artisan products to identify faults and rectify
5. Fry basic artisan products	5.1 Set frying temperatures and times to prepare for frying 5.2 Visually check basic artisan dough size to confirm readiness for frying

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.3 Load fryer and monitor frying to maintain fryer temperatures 5.4 Unload basic artisan fried products to cool 5.5 Check fried basic artisan products to identify faults and rectify
6. Bake basic artisan products	6.1 Set baking temperatures and times to prepare for baking 6.2 Visually check dough size to confirm readiness for baking, and load oven as required for product type 6.3 Monitor baking to achieve baked colour and stability required for basic artisan product type 6.4 Unload, de-pan and cool to meet basic artisan product type 6.5 Check basic artisan product to identify faults and rectify
7. Post-bake/fry finish basic artisan products	7.1 Prepare post-bake finishing mediums to meet recipe specifications 7.2 Post-bake finish baked and fried basic artisan products to meet end-product specification 7.3 Check post-baked finished basic artisan products to identify faults and rectify 7.4 Prepare and transfer basic artisan products for presentation and storage according to packaging and food safety requirements
8. Complete work	8.1 Clean equipment and work area to meet housekeeping standards 8.2 Dispose of waste according to workplace requirements 8.3 Complete workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure

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Skill	Description
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, and temperature, humidity and timer settings • Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes, water and dough temperatures, and dough and product dimensions • Divides dough into equal portions by estimated weight • Performs calculations to adjust recipes using baking formulas, and allows for wastage • Uses understanding of three-dimensional shapes to mould dough shapes and check end-product shapes • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Basic artisan baking equipment must include:	• equipment, including:
	  • industrial oven
	  • industrial mixer and attachments
	  • pastry sheeter, dough break or rolling pin
	• ancillary equipment, including:
	  • oven baking trays
	  • cooling wires
	  • dough and pastry benches
	• tools and utensils, including:
	  • rolling pins

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	• oven gloves • plastic and metal scrapers • containers used to store fillings • bowls and measuring jugs.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3018 Produce basic artisan products	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK3018 Produce basic artisan products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced basic artisan products according to a production schedule, including:

- producing the following seven basic artisan products:
  - laminated yeast dough as a croissant product
  - sweet laminated yeast dough as a danish product
  - basic artisan product as a display plaque
  - festive basic artisan product
  - lean basic artisan product as rolls or loaves
  - fried basic artisan product as decorated donuts
  - highly enriched basic artisan product
- processing one of the above basic artisan bread products as a retarded product
- mixing and using the following three doughs:
  - instant dough/scratch mix/no time dough
  - ferment
  - salted/dead display dough
- using the following three moulding techniques:
  - hand moulding
  - machine moulding
  - laminating yeast dough
- using the following two finishing techniques:
  - pre-bake finishing using pastes, washes or glazes
  - using creams, icings, chocolate or fondant to finish baked or fried product
- selecting, using and cleaning the basic artisan baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning

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- selecting and using tins and trays appropriate for dough piece scale, weight, volume and size
- documenting the production schedule, including the following six considerations:
  - timings
  - volume requirements
  - product processing requirements
  - recipe reformulation to minimise waste
  - finishing requirements for basic artisan product
  - baked parameters for basic artisan product.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment, applicable to producing basic artisan products
- safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards
- regulatory requirements for food safety applicable to producing basic artisan products
- considerations for production scheduling, including:
  - timings
  - volume requirements
  - product processing requirements
  - recipe reformulation to minimise waste
  - finishing requirements for basic artisan product
  - baked parameters for basic artisan product
- functions and characteristics of ingredients used in basic artisan production, including:
  - flour types
  - salt
  - yeast
  - fats
  - flavours and spices
  - fondant
  - chocolate
  - icing and glazes
- processes for making:
  - instant dough/scratch mix/no time dough

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    - ferments
    - display doughs
- principles of retarding basic artisan products, including:
    - mixing
    - dough temperatures
    - cooling retarded products
    - warm phase with retarded products
- mixing processes and gluten development for:
    - highly enriched doughs
    - laminated doughs
    - display doughs
- types and use of pre-baked finishing for basic artisan products
- types and use of post-baked finishing for basic artisan products
- techniques for shaping basic artisan products, including:
    - crescent
    - plaque
    - rolls
    - loaf
- storage and shelf life of basic artisan products, including:
    - croissants – laminated
    - danish – laminated
    - lean crusty doughs
    - basic artisan display plaques
    - enriched basic artisan products
    - fried basic artisan products
- processing techniques for laminated doughs, including:
    - English method laminating
    - French method laminating
    - using lean and enriched doughs for laminating
    - selecting and using fats in lean and enriched laminated doughs
    - mixing of laminated doughs
    - proving and baking of laminated doughs
- processing of dough for display purposes, including:
    - using display dough
    - baking of display doughs
    - colouring of display doughs
- techniques for calculating yields, adjusting recipes and measuring ingredients
- purpose and functions of basic artisan baking and frying processes, including:
    - oven temperatures
    - baking times

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  - proving times and temperatures
  - dry proving
  - frying temperatures
- causes of and corrective action for predictable and sometimes unpredictable basic artisan production problems, including:
  - machinery failure
  - environmental factors, including heat, humidity and cold
  - poor quality ingredients
  - poor oil quality in frying
- techniques for disposing of waste from basic artisan product production
- basic artisan product production terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - equipment specified in the range of conditions
  - deep fryer
  - tins
  - trays
  - ingredients that meet the basic artisan product types required in the performance evidence
- specifications:
  - recipes that meet the basic artisan product types required in the performance evidence
  - end-product quality specifications to meet the basic artisan product types required in the performance evidence
  - food safety code regulatory requirements applicable to producing basic artisan products
- timeframes:
  - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPRBK4001 Produce artisan bread products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to produce artisan bread products in a commercial baking environment.

This unit applies to individuals who apply a broad range of specialised knowledge and skills with responsibility for their own work. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

FBPRBK3005 Produce basic bread products.

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet required production volumes

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm work area and work practices meet food safety and workplace health and safety requirements 1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select artisan bread baking equipment and check to confirm readiness for use 1.6 Select ingredients and check to confirm quality and quantity
2. Prepare artisan bread fillings	2.1 Measure artisan filling ingredient quantities and prepare to meet recipe specification 2.2 Check artisan fillings to identify faults and rectify 2.3 Store artisan fillings according to food safety requirements
3. Mix artisan ferments	3.1 Measure artisan ferment ingredient quantities to meet recipe specifications 3.2 Load ingredients into mixer in required ingredient placement 3.3 Operate and monitor mixer to achieve artisan bread dough development for product type 3.4 Check artisan ferment to identify faults and rectify 3.5 Store artisan ferments according to food safety and product requirements
4. Mix artisan bread dough	4.1 Measure artisan bread dough ingredient quantities to meet recipe specifications 4.2 Load ingredients into mixer in required ingredient placement 4.3 Operate and monitor mixer to achieve artisan bread dough development for product type 4.4 Add fillings as required to meet artisan bread product type 4.5 Check artisan dough to identify faults and rectify
5. Process artisan bread dough	5.1 Divide, scale and mould dough to meet end-product shapes and baked weights 5.2 Fold in fillings as required to meet product type 5.3 Rest and fold artisan dough as required for product type 5.4 Check artisan dough to confirm strength and tenacity 5.5 Scale artisan dough for intermediate prove

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.6 Final mould artisan dough and place on baking or proving surfaces for final prove 5.7 Retard artisan dough as required for product type 5.8 Check processed artisan dough to identify faults and rectify
6. Pre-bake finish artisan bread products	6.1 Prepare pre-bake finishing mediums to meet recipe specifications 6.2 Pre-bake finish artisan products to meet end-product specifications 6.3 Check pre-bake finished artisan products to identify faults and rectify
7. Bake artisan bread products	7.1 Set baking temperatures and times to prepare for baking 7.2 Visually check artisan dough size to confirm readiness for baking 7.3 Load oven and steam artisan bread as required for product type 7.4 Monitor baking to achieve baked colour and stability required for artisan bread product type 7.5 Unload and de-pan artisan baked products to cool 7.6 Check artisan bread product to identify faults and rectify 7.7 Prepare and transfer products for presentation and storage according to packaging and food safety requirements
8. Complete work	8.1 Clean equipment and work area to meet housekeeping standards 8.2 Dispose of waste according to workplace requirements 8.3 Complete workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions, and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure

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Skill	Description
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, and temperature, humidity and timer settings • Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes, water and dough temperatures, and dough and product dimensions • Divides dough into equal portions by estimated weight • Performs calculations to adjust recipes using baking formulas, and allows for wastage • Uses understanding of three-dimensional shapes to mould dough shapes and check end-product shapes • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Artisan bread baking equipment must include:	• equipment, including:
	  • industrial oven
	  • industrial mixer and attachments
	  • cool room or refrigerator
	• equipment accessories, including:
	  • oven setter boards, trays or belts
	  • cool room or refrigerator shelving
	• ancillary equipment, including:
	  • dough proving tubs
	  • mixing bowls

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	• proving boards/trays • proving racks • dry ingredient storage containers • cutting boards • tools and utensils, including: • bread knives • scoring knives • food processing knives • dough scrapers • spray bottles • sieves.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK4001 Produce artisan bread products	FDFRB3013A Produce artisan breads	Redesigned unit that includes content from previous unit Code changed to reflect AQF alignment	No equivalent unit
	FDFRB4004A Produce sourdough products	Redesigned unit that includes content from previous unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK4001 Produce artisan bread products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced artisan bread products according to a production schedule, including:

- producing the following four artisan bread dough types:
  - sour dough pre-ferment dough
  - non sour pre-ferment dough
  - bulk ferment dough
  - sponge and dough
- using the following two sour types to produce the sour dough:
  - soft levain sour/poolish
  - stiff levain sour/biga
- using the following three mixing techniques:
  - low dough development
  - medium dough development
  - intensive dough development
- producing the following seven product shapes:
  - batard (Vienna)
  - bolais (round)
  - freeform
  - baguette
  - pan bread
  - flat bread
  - bread roll
- preparing and adding the following two filling types:
  - fruit filling

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    - savoury filling
- incorporating fillings using the following two methods:
    - including filling in artisan dough during mixing process
    - folding filling into artisan dough during folding process
- using the following three finishing techniques:
    - decorative dusting
    - decorative scoring
    - glazing
- selecting, using and cleaning the bread baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning
- documenting the production schedule, including the following five considerations:
    - timings
    - volume requirements
    - product processing requirements
    - recipe reformulation to minimise waste
    - baked parameters for artisan bread products.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment, applicable to producing artisan bread products
- safe use and cleaning of bread baking equipment listed in the range of conditions, including electrical hazards
- regulatory requirements for food safety applicable to producing artisan bread products, including temperature control and prevention of cross-contamination in the use of dairy products, meat, poultry, fish products and vegetable products
- techniques and considerations for production scheduling, including:
    - timings
    - volume requirements
    - product processing requirements
    - recipe reformulation to minimise waste
    - baked parameters for artisan bread products
- functions and characteristics of ingredients used in artisan bread production, including:
    - artisan flour varieties
    - yeast used in artisan bread products
- preparing sours, including:

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    - source and characteristics of sours
    - techniques for developing sours
    - techniques for using sour
    - techniques for feeding sours
    - matching of sours to artisan bread product types
- artisan production processes, including:
    - mixing of artisan ferments
    - types of artisan ferments
    - artisan folding processes
    - artisan proving processes
    - artisan baking processes
- artisan mixing techniques and mixing outcome requirements for:
    - low dough development
    - medium dough development
    - intensive dough development
- product types, processes and characteristics of artisan product types, including:
    - batard (Vienna)
    - bolais (round)
    - freeform
    - baguette
    - flat bread
- types of fillings used in artisan breads:
    - fruit filling
    - savoury filling
- methods of incorporating fillings, including:
    - including filling in artisan dough during mixing
    - folding filling into artisan dough during folding process
- techniques and requirements for finishing, including:
    - decorative dusting
    - decorative scoring
    - glazing
- impacts on production of different artisan bread products, including:
    - length and duration of ferments
    - refrigeration space for processing artisan doughs
    - oven capacity and length of bake
    - scheduling different artisan ferment varieties to match production timing
- required characteristics of artisan bread products, including:
    - aroma
    - flavour
    - crumb structure

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    - strength and tenacity
- causes and corrective action for predictable and sometimes unpredictable bread production problems, including:
    - machinery failure
    - environmental factors, including heat, humidity and cold
    - poor quality ingredients
- techniques for disposing of waste from artisan bread production
- artisan bread production terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment
    - equipment specified in the range of conditions
    - trays
    - ingredients that meet the artisan bread product types required in the performance evidence
- specifications:
    - recipes that meet the artisan bread product types required in the performance evidence
    - end-product quality specifications to meet the artisan bread product types required in the performance evidence
    - food safety code regulatory requirements applicable to producing artisan bread products
- timeframes:
    - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK4002 Develop advanced artisan bread methods

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to develop advanced artisan bread methods in a commercial baking environment.

This unit applies to individuals who apply a broad range of specialised knowledge and skills with responsibility for their own work. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

FBPRBK4001 Produce artisan bread products.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
FBPRBK4001 Produce artisan bread products	FBPRBK3005 Produce basic bread products

Unit Sector

Retail baking (RBK)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Conduct advanced artisan bread product experiments	1.1 Research and analyse local and international advanced artisan bread making trends to extend knowledge of artisan dough rheology 1.2 Apply knowledge of advanced artisan bread making to inform advanced artisan bread making ideas 1.3 Adapt recipes and processes based on advanced artisan bread making ideas 1.4 Use experimentation to trial and refine advanced artisan bread ideas and achieve desired advanced artisan bread product outcomes 1.5 Produce advanced artisan bread products using recipes and baking processes based on research and experimentation 1.6 Document trial outcomes, recipes and process and product specifications according to workplace procedures
2. Apply advanced finishing methods to bread	2.1 Research and analyse advanced finishing trends to extend knowledge of advanced finishing methods 2.2 Apply knowledge of advanced finishing methods to inform advanced finishing design ideas 2.3 Finish advanced artisan bread products using advanced design methods of moulding and scoring
3. Apply sensory analysis to assess advanced bread products	3.1 Prepare advanced bread product evaluation samples for sensory analysis testing 3.2 Undertake sensory analysis of bread samples to evaluate bread properties 3.3 Document sensory analysis findings for advanced bread product according to workplace requirements
4. Provide advice on food and beverage compatibility	4.1 Assess the compatibility of advanced artisan breads with food items and beverages 4.2 Develop informed opinions to support the selection of compatible food and beverage items with flavour profiles of advanced artisan bread products 4.3 Document food and beverage matching to support advanced artisan bread products according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Undertakes independent research and experimentation, and reflects on performance to build own knowledge and skills of advanced artisan bread making methods
Reading	• Sources, interprets and analyses advanced artisan bread making information from a range of technical baking industry texts
Writing	• Prepares recipes, trial records, process and product specifications, sensory analysis outcomes and compatibility documentation using structure, technical language and format appropriate to purpose
Numeracy	• Extracts and interprets mathematical information embedded in technical baking industry texts • Performs calculations and uses baking product formulas to interpret, adapt and adjust artisan bread recipes • Uses mathematical symbols and conventions relevant to the baking industry to document trial outcomes, recipes, and process and product specifications
Navigate the world of work	• Works independently to keep abreast of advanced artisan bread making trends
Interact with others	• Recognises the importance of consulting with others when formulating advice on food and beverage pairing
Get the work done	• Uses problem-solving skills to analyse and evaluate advanced artisan bread making ideas and trial outcomes and decide on appropriate action • Takes responsibility for planning, organising and implementing tasks required to achieve required outcomes

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Advanced finishing methods must include:	• advanced stencilling using speciality stencils • oiled dough skins • advanced scoring

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	• advanced moulding.
Bread properties must include:	• flavour profiles • crumb and crust textures • internal and external appearance • aromas • baked condition.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK4002 Develop advanced artisan bread methods	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK4002 Develop advanced artisan bread methods

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has developed advanced artisan bread making methods to produce three different artisan bread varieties, where the advanced methods include:

- using the following three flours, including:
  - rye flour
  - whole wheat flour
  - speciality flour
- producing one of the artisan bread varieties with a total hydration of 80–90% on total flour weight
- producing the following three types of advanced artisan bread products incorporating an extended fermentation period, a pre-ferment dough and excluding bread improvers:
  - Italian loaf
  - French loaf
  - German loaf
- preparing and developing the following three flavours in the doughs:
  - a perpetual sour
  - a creative gourmet fruit
  - a creative gourmet savoury
- creating and using two advanced specialty artisan bread stencils:
  - logo stencil
  - artistic stencil
- applying oiled dough skins to advanced artisan bread doughs as an advanced baked finishing method
- applying advanced decorative cutting and scoring.

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The assessment of the advanced artisan bread products listed above must include:

- conducting a sensory analysis of the following:
  - flavour profiles
  - crumb and crust textures
  - internal and external appearance
  - aromas
  - baked condition
- preparing a report on sensory analysis documenting:
  - sour flavours in advanced artisan breads
  - prepared creative gourmet flavoured advanced artisan breads.

The advice provided on food and beverage compatibility of the products listed above must include:

- the following advanced artisan bread products:
  - prepared perpetual sour bread
  - prepared creative gourmet sweet bread
  - prepared creative gourmet savoury bread
- food matching against two of the following four food groups:
  - meat
  - dairy
  - fruit or jams or jellies
  - pates or dips or spreads
- food matching against two of the following three beverage groups:
  - white or red wine
  - beer or cider
  - non-alcoholic beverage.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- advanced artisan bread product types, including extended fermentation periods and pre-ferments for:
  - Italian loaf
  - French loaf
  - German loaf
- techniques for preparing and developing the flavours into the artisan doughs, including:
  - perpetual sour
  - creative gourmet sweet flavour
  - creative gourmet savoury flavour

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- changes in advanced artisan bread products when there are high hydration rates of 80–90% based on total flour weight
- types of specialty bread stencils
- techniques for designing, cutting and using specialty bread stencils on advanced artisan bread products
- techniques for producing oiled dough skins
- advanced decorative scoring on advanced artisan breads, including scoring to control direction of tear and scoring to create decorative designs
- types and varieties of advanced moulding relevant to advanced artisan breads
- factors affecting sensory analysis when applying the five senses to baked products, including:
  - sight, including lighting effect, crumb colour and baked colour
  - smell, including effect of fermentation time and sours on aroma and acidic aromas
  - taste, including effect of temperature, sour quality, hydration level and fermentation time on flavour profile
  - touch, including effect of processing methods, recipes and baking on softness in crumb and crust
  - hearing, including effect of baking time and dehydration on tapped sound
- factors affecting sour variations in advanced artisan breads
- principles of food and beverage pairing, including:
  - texture
  - flavour profiles, including acidity, sweetness and bitterness
  - weight of food
  - body of wine
  - complement and contrast
- how the flavours and textures of the following complementary food products can affect the flavours and textures of advanced artisan breads:
  - meat
  - dairy
  - fruit or jams or jellies
  - pates or dips or spreads
- how the characteristics and flavours of the following beverages can affect the flavours and texture of advanced artisan breads:
  - white or red wine
  - beer or cider
  - non-alcoholic beverage
- advanced artisan bread making terminology
- advanced finishing terminology
- food and beverage pairing terminology.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - industrial mixer and attachments
  - industrial oven
  - personal protective equipment
  - ingredients that meet advanced artisan bread product requirements
- specifications:
  - artisan bread recipes to adapt
- timeframes:
  - according to work requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK4003 Produce gateaux, tortes and entremets

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to produce and finish gateaux, tortes and entremets in a commercial baking or hospitality environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

FBPRBK3010 Produce cake and pudding products.

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet production volumes

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm work area and work practices meet food safety and workplace health and safety requirements 1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select baking equipment for gateaux, tortes and entremets and check to confirm readiness for use 1.6 Select ingredients and check to confirm quality and quantity 1.7 Prepare tins, trays and pans to match type of gateaux, tortes or entremets
2. Prepare bases for gateaux, tortes and entremets	2.1 Measure ingredient quantities to meet recipe specifications 2.2 Process ingredients to mix bases for gateaux, tortes and entremets 2.3 Set and load oven and monitor baking to bake bases 2.4 Check base bake to identify faults and rectify 2.5 Prepare and transfer bases for storage in accordance with food safety requirements
3. Prepare fillings and finishes for gateaux, tortes and entremets	3.1 Measure filling and finishing ingredient quantities to meet recipe specifications 3.2 Process ingredients to make fillings and finishes for gateaux, tortes and entremets 3.3 Check fillings and finishes for gateaux, tortes and entremets to identify faults and rectify 3.4 Prepare and transfer fillings and finishes for storage according to food safety requirements
4. Assemble gateaux, tortes and entremets	4.1 Prepare bases for assembly to meet product type 4.2 Combine fillings and bases to assemble gateaux, tortes and entremets as required for product type 4.3 Check assembly for gateaux, tortes and entremets to identify faults and rectify
5. Finish gateaux, tortes and entremets	5.1 Apply finishes to gateaux, tortes and entremets as required for product type 5.2 Apply garnishes to finish gateaux, tortes and entremets as required for product type 5.3 Check finishing for gateaux, tortes and entremets to identify faults

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and rectify 5.4 Prepare and transfer finished gateaux, tortes and entremets for presentation and storage according to packaging and food safety requirements
6. Complete work	6.1 Clean equipment and work area to meet housekeeping standards 6.2 Dispose of waste according to workplace requirements 6.3 Complete workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key information from recipes, ingredient labels, baking equipment operating instructions and end-product specifications
Writing	• Prepares production schedules and completes production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, temperature and timer settings and product dimensions • Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes and product dimensions • Performs calculations to adjust recipes using baking formulas, and allows for wastage • Uses understanding of three-dimensional shapes to shape and portion products and check end-product shapes • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role

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Skill	Description
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Baking equipment for gateaux, tortes and entremets must include:	• equipment, including:
	  • industrial mixer and attachments
	  • freezer
	  • cool room or refrigerator
	  • industrial cook tops
	• equipment accessories, including:
	  • dough hook attachment
	  • cake beater attachment
	  • cake whisk attachment
	• ancillary equipment, including:
	  • rolling pin
	  • cake hoops or tins
	  • equipment to temper chocolate
	  • plateware for entremets
	• tools and utensils, including:
	  • pallet knives
	  • ladles or spoons
	  • scrapers
	  • cake knives.

Bases must include:	• cake • laminated or short pastry.
Fillings and finishes must include:	• sabayon or custard • aerated creams • chocolate-based glazes or sauces • tempered couverture chocolate • fruit fillings

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	• bavarois or mousse • meringue or butter cream • chocolate or sugar garnishes.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK4003 Produce gateaux, tortes and entremets	FDFRB3015A Produce gateaux, tortes and entremets	Redesigned unit that includes content from previous unit Code changed to reflect AQF alignment	No equivalent unit
	FDFRB3012A Diagnose and respond to product and process faults (pastry, cake and cookies)	Redesigned unit that includes content from previous unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK4003 Produce gateaux, tortes and entremets

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced gateaux, tortes and entremets according to a production schedule, including:

- producing the following three products:
  - gateaux
  - torte
  - small entremets
- presenting entremets on plateware appropriate for the entremets type, with the following three finishes:
  - using a sauce or coulis to present entremets
  - using a garnish of sugar or chocolate to present entremets
  - using an ice cream or sorbet to present with entremets
- producing gateaux and tortes using the following two bases made from scratch ingredients:
  - non laminated or laminated pastry
  - cake
- using the following three processes for producing gateaux, tortes and entremets:
  - chilling
  - freezing
  - baking
- using the following eight fillings and finishes prepared from scratch ingredients:
  - sabayon or custard
  - aerated creams
  - chocolate-based glazes or sauces
  - tempered couverture chocolate
  - fruit fillings

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  - bavarois or mousse
  - meringue or butter cream
  - chocolate or sugar garnishes
- using the following three decorating techniques for gateaux and tortes:
  - couverture chocolate
  - glazing
  - prepared garnishes
- using the following three garnishes:
  - chocolate garnishes
  - sugar garnishes
  - baked garnish
- selecting, using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning
- documenting the production schedule, including the following six considerations:
  - timings
  - volume requirements
  - product processing requirements
  - finishing requirements for gateaux, tortes and entremets
  - presentation of gateaux, tortes and entremets
  - recipe reformulation to minimise waste.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment, applicable to producing gateaux, tortes and entremets
- safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards
- regulatory requirements for food safety applicable to producing gateaux, tortes and entremets
- considerations for production scheduling, including:
  - timings
  - volume requirements
  - product processing requirements
  - finishing requirements for gateaux, tortes and entremets
  - presentation of gateaux, tortes and entremets
  - recipe reformulation to minimise waste

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- distinguishing characteristics of types of gateaux, tortes and entremets, including:
  - cold-set gateaux
  - multi-layered tortes
  - small entremets
- types of fillings and finishes, including:
  - sabayon
  - aerated creams
  - chocolate-based glazes and sauces
  - tempered couverture chocolate
  - bavarois or mousse
  - meringue
  - butter creams
  - baked garnish
  - custard
  - fruit filling
  - chocolate garnish
  - sugar garnish
- techniques for presenting entremets, including:
  - selecting plateware
  - presenting entremets at the appropriate temperature for the product type
- techniques for finishing, including:
  - using sauces and coulis to present entremets
  - using garnishes of sugar to present entremets
  - using garnishes of chocolate to present entremets
- assembling gateaux, tortes and entremets
- preparing cake tins and hoops
- purpose and functions of production settings, including:
  - oven temperatures
  - baking times
  - chill times
- required characteristics of gateaux, tortes and entremets, including:
  - appearance
  - consistency
  - shape
  - taste
  - texture
  - complementing flavours
- causes and corrective action for predictable and sometimes unpredictable production problems, including:
  - machinery failure

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    - environmental factors, including heat, humidity and cold
    - poor quality ingredients
- techniques for disposing of waste from product production
- requirements for chilling and freezing gateaux, tortes and entremets
- product production terminology for gateaux, tortes and entremets.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - equipment specified in the range of conditions
    - personal protective equipment
    - mixing bowls
    - piping bags and nozzles
    - industrial oven
    - tins and trays
    - measuring cups and spoons
    - ingredients that meet the product types required in the performance evidence
    - pre-made flavoured ice cream or sorbet
    - prepared garnishes
- specifications:
    - recipes that meet the types of gateaux, tortes and entremets required in the performance evidence
    - end-product quality specifications to meet the product types required in the performance evidence
    - food safety code regulatory requirements applicable to producing gateaux, tortes and entremets
- timeframes:
    - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK4004 Develop baked products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to apply baking techniques to develop baked products in a commercial baking environment.

This unit applies to individuals who apply a broad range of specialised knowledge and skills with responsibility for their own work. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify product development opportunity	1.1 Research baked product trends to identify opportunities for new product development for local market 1.2 Review current baked product range to identify opportunities for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	improving products and processes 1.3 Evaluate identified opportunities to define and document product development purpose and concept
2. Specify development requirements	2.1 Interpret product development concepts to prepare product specifications 2.2 Develop and document draft recipes to meet product specifications and Food Standards Code 2.3 Adjust draft recipes to meet special dietary, cultural or religious needs 2.4 Select processes and develop draft process specifications and production work flow to meet product specifications 2.5 Estimate product costings using draft recipes and draft process specifications
3. Prepare for production trials	3.1 Schedule and confirm availability of equipment to meet draft process specifications 3.2 Identify ingredients to meet draft recipes and check to confirm quality and quantity 3.3 Identify equipment and resource constraints, and resolve according to workplace procedures 3.4 Identify and assess food safety and workplace health and safety risks, and determine risk controls
4. Conduct production trials	4.1 Produce trial products using draft recipes and process specifications 4.2 Implement and monitor food safety and workplace health and safety risk controls 4.3 Monitor production trial to identify production trial problems and rectify 4.4 Record production trial process data according to workplace procedures 4.5 Evaluate trial products against product specifications to identify non-conformances 4.6 Interpret process data and trial product evaluation results to adjust recipes and process variables, and coordinate successive production trials to meet product specifications

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.7 Record production trial variables and results according to workplace procedures
5. Confirm product development	5.1 Schedule and reproduce product to confirm recipe and process specification 5.2 Assess suitability of existing packaging supplies for final product packaging 5.3 Evaluate final product to verify product specifications and food safety requirements are met 5.4 Calculate final product cost using final recipes and process specifications 5.5 Determine product pricing and confirm commercial viability

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Builds on knowledge of baking products and processes based on production trial outcomes
Reading	• Sources and interprets a range of technical baking industry texts to determine relevance and usefulness for product development
Writing	• Prepares recipes, production trial records and process and product specifications using structure, technical language and format appropriate to purpose
Numeracy	• Extracts and interprets mathematical information embedded in technical baking industry texts • Interprets financial information, including fixed and variable costs, profit margins and sale price ranges • Performs calculations to develop and adjust recipes using baking formulas • Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes and determine size of packaging for product • Interprets measurement information to set, monitor and adjust

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Skill	Description
	process parameters • Uses mathematical symbols and conventions to document recipes, production trial records, and process and product specifications
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Uses problem-solving skills to evaluate production trial outcomes and decide on appropriate action • Takes responsibility for planning, organising and implementing tasks required to achieve required outcomes • Uses digital technologies to set process parameters

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK4004 Develop baked products	FDFRB3017A Participate in product development	Redesigned unit that includes content from the previous unit	No equivalent unit
	FDDRB4006A Explore and apply baking techniques to develop new products	Redesigned unit that includes content from the previous unit	No equivalent unit

Links

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Assessment Requirements for FBPRBK4004 Develop baked products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has developed one of the following baked products, using a minimum of eight ingredients and applying a pre- or post-baked finish component:

- a specialty bread
- a cake based product
- a pastry-based product.

The activities to develop the baked product must include:

- researching product and process development opportunities
- meeting one of the following six purposes:
  - identified market opportunity
  - cost saving for current product
  - healthy eating improvement for current product
  - time and labour improvement for current product
  - product quality improvement for current product
  - a special dietary, cultural or religious need
- preparing trial recipes
- conducting at least one production trial
- evaluating the final product to verify the following seven technical qualities of the product:
  - flavour style
  - moisture
  - structure
  - taste

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  - symmetry
  - appearance
  - aroma
- assessing the potential commercial viability of the product, including the following four considerations:
  - cost price versus final sales price
  - local market suitability
  - suitability of packaging and transport
  - compliance with food safety code regulatory requirements for the product and its ingredients.

The individual must prepare a final report that includes the following information:

- product development purpose and concept
- description of the special dietary, cultural or religious need
- production trial variables and results
- final product specification, including product assembly and presentation
- final product recipe
- final process specification
- final production work flow
- final product costing
- final product price.

The individual must reproduce the final product within operational constraints where the maximum waste is less than 5% of the weight of the production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment, applicable to developing baked products and operating baking equipment
- regulatory requirements for food applicable to developing baked products
- identifying and evaluating product development opportunities
- purposes of product development, including:
  - meeting identified market opportunity
  - cost saving to current product
  - healthy eating improvement to a current product
  - time and labour improvement to a current product
  - product quality improvement to a current product
  - a special dietary, cultural or religious need

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- commercial viability considerations used in product development, including:
  - addressing market or business opportunity
  - producing within operational constraints
  - cost price versus final sales price
  - local market suitability
  - suitability of packaging and transport
- types of production trial problems, including:
  - increased ingredient costs
  - non-availability of ingredients
  - equipment breakdown
  - labour shortages
- nature of special dietary requirements and gluten intolerance as it relates to developing baked products, including:
  - eggs
  - fish
  - milk
  - peanut
  - sesame
  - shellfish
  - soy
  - tree nuts
  - wheat
  - food allergy or food intolerance
- nature of cultural needs as they relate to developing baked products, including:
  - Australian
  - Asian
  - Indian
  - Middle Eastern
  - South European
  - African
- nature of religious needs as they relate to developing baked products, including:
  - Buddhism
  - Hinduism
  - Islam
  - Judaism
  - Christianity
- purpose and content of product development documentation, including:
  - product development purpose and concept
  - description of the special dietary, cultural or religious need
  - production trial variables and results

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  - final product specification, including product assembly and presentation
  - final product recipe
  - final process specification
  - final production work flow
  - final product costing
  - final product price
- interaction of ingredients and processing variables and their effect on the quality of the final product, including:
  - product formulas
  - process parameters
- product evaluation, including:
  - flavours
  - moisture
  - structure
  - taste
  - symmetry
  - appearance
  - aroma
- techniques for determining product packaging and presentation for baked product development
- using industry standard terminology relevant to baked product development.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or an environment that accurately represents workplace conditions
  - local market for which product is to be developed
  - commercial bakery resources, equipment and materials suitable for the development of baked products
  - ingredients that meet baked product requirements
- specifications:
  - food standard code regulatory requirements applicable to developing baked products
- timeframes:
  - according to work requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FBPRBK4005 Apply advanced finishing techniques for specialty cakes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to research and apply a range of finishing and decorating techniques for specialty cakes in a commercial baking or professional decorating environment.

This unit applies to individuals who apply a broad range of specialised knowledge and skills with responsibility for their own work. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Conduct research into	1.1 Identify and access information resources to inform the technical

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
finishing and decorating techniques	and creative aspects of finishing and decorating 1.2 Identify varieties of specialty cake products and explore a range of presentations 1.3 Conduct research into the taste, texture, appearance and presentation of cakes to determine key features of finished effects 1.4 Estimate costs associated with different finishing techniques and features
2. Design finish and decoration for bakery products	2.1 Confirm design parameters, including colours, flavours, any special requirements or preferences, budget, required servings and quantity 2.2 Develop a design for decoration and finishing to meet specialty cake requirements 2.3 Document design according to organisational requirements
3. Plan finishing	3.1 Examine ingredients used in finishing to identify their suitability for finishing techniques 3.2 Develop a specialty cake finishing plan to specify required resources and work sequence 3.3 Source and prepare finishing ingredients 3.4 Prepare equipment for use to meet production requirements 3.5 Prepare bases for finishing
4. Produce finishing and decorating effects	4.1 Produce decorative pieces and garnishes to meet finishing design 4.2 Produce fillings and toppings to meet finishing plan 4.3 Complete product decoration and finishing to finishing plan 4.4 Identify and rectify finishing problems
5. Cost and price final products	5.1 Identify ingredient costs to calculate cost of materials 5.2 Estimate production costs to determine processing costs 5.3 Calculate cost of specialty cake based on ingredient and processing costs 5.4 Price products to according to workplace pricing policy
6. Prepare final products for market	6.1 Assess final cake to estimate product shelf life and required storage conditions 6.2 Prepare cake products for display, sale, packaging and presentation

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to organisational requirements 6.3 Identify and rectify storage and presentation problems in accordance with food safety requirements
7. Complete work	7.1 Clean equipment and work area to meet housekeeping standards 7.2 Dispose of waste according to workplace requirements 7.3 Complete workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Interprets client briefs, recipes and ingredient labels • Interprets equipment operating instructions • Interprets textual information obtained from a range of sources, and determines how content may be applied to advanced finishing
Writing	• Maintains production records using required format, language and structure
Numeracy	• Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, temperature and timer settings and product dimensions • Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes and product dimensions • Uses understanding of three-dimensional shapes to shape and portion products and check end-product shapes
Oral communication	• Uses questioning techniques and active listening to confirm details, clarify responses and seek advice on finishing designs
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults

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Skill	Description
	and decide on appropriate action

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK4005 Apply advanced finishing techniques for specialty cakes	FDFRB4005A Apply advanced finishing techniques for specialty cakes and desserts	Redesigned unit incorporating content from previous unit, excluding desserts	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK4005 Apply advanced finishing techniques for specialty cakes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has designed and applied advanced finishing and decoration to two speciality cakes to reflect different client designs. One of the specialty cakes must be tiered. The cakes must include two of the following shapes:

- square or oblong
- oval or circle
- novelty shape.

The advanced finishing and decorating of the specialty cakes must:

- include two of the following decorations:
  - figurine
  - floral
  - specialty shapes
- use two of the following decorating mediums:
  - fondant icing
  - marzipan
  - chocolate paste, icing or glaze
  - butter cream
- incorporate the following processes:
  - masking
  - enrobing
  - piping
  - modelling.

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The individual must produce a written report that demonstrates a design plan has been incorporated into one of the specialty cakes, including:

- product finishing requirements
- special decoration ingredients
- special equipment and process requirements
- design parameters, including colours, flavours, servings and quantity
- filling and decoration recipe specifications
- storage requirements
- shelf life specifications
- packaging and presentation instructions
- product costing and pricing.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information resources to guide selection and implementation of cake decorating design and techniques
- ingredient characteristics, purpose and preparation requirements, including:
  - scope to substitute or vary ingredients in a recipe
  - the effect of ingredients on shelf life and food safety
  - the role, preparation requirements and uses of additives, including colours and flavours
- types and handling of bases, including:
  - fruit cake
  - mud cake
  - torte
  - sponges
- use and storage of decorating ingredients and materials, including:
  - fondant icing
  - marzipan
  - chocolate paste, icing or glaze
  - butter cream
  - syrups
  - flavoured sauces and toppings
  - cream
- finishing and decorating tools and techniques used to create decorative pieces and garnishes, including:
  - sugar flowers
  - cut shapes
  - moulded shapes
  - sculptures

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    - cake toppers
- content for design plans, including:
    - product finishing and decoration ingredient, equipment and process requirements
    - design parameters, including colours, flavours, servings and quantity
    - filling and decoration recipe specifications
    - storage requirements
    - shelf life specifications
    - packaging and presentation instructions
    - product costing and pricing
- optimum related sequencing and preparation requirements for cake decorations
- optimum conditions for use of finishings, including temperature and moisture content
- optimum storage conditions and the effect of refrigeration and freezing on finished product
- information to be provided to consumers as appropriate to product type and consistent with food safety requirements
- methods of estimating fixed and variable costs, and profit margin to determine sale price range
- work health and safety hazards and controls relating to work processes
- industry standard terminology applicable to advanced finishing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - cake mixer and attachments
    - mixing bowls
    - piping bags and nozzles
    - measuring cups and spoons
    - cake decorating tools and equipment
    - personal protective clothing and equipment
    - documentation or technology for recording information
    - cleaning procedures, materials and equipment
    - ingredients that meet the product types required in the performance evidence
    - production costing information
    - cleaning procedures, materials and equipment
- specifications:
    - recipes that meet the product types required in the performance evidence
    - product design briefs

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- relationships (internal and/or external):
  - supervisor
- timeframes:
  - according to work requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK4006 Coordinate baking operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to coordinate baking operations in a commercial baking environment.

This unit applies to individuals who apply a broad range of specialised knowledge and skills with responsibility for their own work and limited responsibility for the output of others in a team. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan bakery production	1.1 Identify types and estimate volumes of baked products needed to meet production demand and customer special orders 1.2 Identify production processes, equipment and labour needed to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	produce baked product types and production volumes 1.3 Select and collate master recipes to meet baked product types, and adjust to meet production volumes 1.4 Prepare preparation lists to specify pre-production requirements 1.5 Prepare production schedules to meet production volumes 1.6 Calculate and check availability of bakery supplies needed to meet baked product types and volumes, and order additional stock as required to meet bakery production supply needs
2. Monitor and control bakery production	2.1 Provide production schedules to bakery production staff for implementation 2.2 Confirm recipes used meet required baked product types 2.3 Monitor and address food safety risks to meet food safety standards 2.4 Monitor and address workplace health and safety risks to meet safety requirements 2.5 Monitor and control bakery work flow to maximise productivity 2.6 Monitor and control product and process parameters to meet end-product specifications, including the baked weight
3. Complete bakery production	3.1 Confirm bakery production, including customer special orders, meets scheduled product types, volumes and times 3.2 Confirm final product evaluations meet end-product specifications prior to product release for storage or sale 3.3 Confirm safe storage of baked products according to food safety standards and workplace procedures 3.4 Complete baking operations documentation according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interprets key information in customer special orders, master recipes, stock control documents and end-product specifications
Writing	• Prepares comprehensive and accessible baking operations documentation using structure, technical language and format appropriate for purpose and audience
Oral communication	• Uses vocabulary relevant to role and context to convey and clarify information with suppliers and special order information with customers or bakery staff
Numeracy	• Extracts and interprets mathematical information embedded in baking operations texts, including customer special orders, master recipes, stock control documents and end-product specifications • Performs calculations to adjust recipes using baking formulas, and allows for wastage • Uses estimation to inform sequencing and timing of bakery production processes and products • Interprets measurement information to monitor and control bakery operations • Uses mathematical symbols and conventions to complete bakery operations documentation
Interact with others	• Selects and uses appropriate communication techniques with bakery production staff to delegate work, discuss work requirements, implement process improvements and debrief on products and recipes
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Takes responsibility for identifying and addressing production work flow and product quality problems to optimise production efficiencies

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK4006 Coordinate baking operations	FDFRB4002A Control bakery operations to meet quality and production	Redesigned unit based on previous unit	No equivalent unit

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	requirements		

Links

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Assessment Requirements for FBPRBK4006 Coordinate baking operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has coordinated baking operations, including:

- coordinating at least one of the following four baking operations:
  - bread production process
  - cake production process
  - pastry production process
  - combination of any of the above three bakery production processes
- coordinating at least two of the following seven baked product ranges:
  - decorated products
  - post-bake decorated products
  - retarded yeast goods
  - frozen bakery goods
  - fresh baked bakery goods
  - packaged bakery goods
  - unpackaged bakery goods
- developing and documenting a production schedule that includes:
  - a logical sequence of bakery production processes
  - an accurate estimation of required ingredient and equipment resources to satisfy production volumes, allowing for 5% maximum product wastage
  - specification of the plant, labour and material inputs
  - specification of the finished products outputs
  - matching the required volume of production to the existing resources
- developing and documenting a preparation list, including consideration of:
  - pre-preparation of ingredients
  - pre-preparation of fillings

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  - pre-preparation of finishings
  - pre-preparation of equipment
- calculating and ordering bakery supplies, including consideration of:
  - stock levels required for production
  - special agreements with suppliers of stock
  - stock delivery constraints
- preparing recipes for production, including:
  - master recipes adjusted for volume
  - processing requirements of the products
  - special considerations for time, temperature and special dietary needs
  - equipment required
- monitoring operations and addressing variations to ensure product specifications and production volumes are met.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements applicable to coordinating bakery operations
- regulatory requirements for food safety applicable to coordinating bakery operations
- the stages and work flow requirements of bakery production processes for:
  - decorated products
  - post-bake decorated products
  - retarded yeast products
  - frozen bakery products
  - fresh baked bakery products
  - packaged bakery products
  - unpackaged bakery products
- principles of production scheduling, including:
  - logical sequence of work
  - time constraints of products and processes
  - specification of the plant, labour and material inputs
  - specification of the finished products outputs
  - allowing for wastage
  - estimating ingredient requirements for production
  - equipment output volumes
  - labour requirements for production
  - scheduling production to finish products after cooling in time for delivery and sale
  - matching the required volume of production to the existing resources
- pre-production requirements for baking operations, including:

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    - types of fillings that need to be prepared prior to production
    - types of finishings required for a bakery production
- content and layout of master recipes and how to adjust for volume
- production reporting methods used in bakeries
- indicators of the quality baked products, including:
    - baked colour
    - crumb and internal textures
    - consistency
    - moisture content
    - mouth feel and eating properties
    - shape
    - taste
    - texture
    - baked weight
- bakery operations standard terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a commercial bakery or an environment that accurately represents workplace conditions
    - commercial resources, equipment and materials suitable for the production of the bakery products required in the performance evidence
- specifications:
    - master recipes that meet the product types required in the performance evidence
    - end-product specifications that meet the product types required in the performance evidence
- relationships (internal and/or external):
    - suppliers
    - bakery production staff
- timeframes:
    - according to work requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK4007 Assess and evaluate bread products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to evaluate the quality of baked bread products.

This unit is applicable to a commercial baking environment, particularly during product testing, confirming the quality of developed products and judging products for a baking competition or for commercial positioning. It can be applied to a specific bakery product range and should be customised to the quality standards of that product range.

This unit applies to individuals who apply a broad range of specialised knowledge and skills with responsibility for their own work. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine methodology for evaluating bread product quality	1.1 Define product and identify product class 1.2 Research and identify standards relevant to product class 1.3 Review product class standards and select product quality criteria 1.4 Select evaluation methodology to ensure standardised evaluation approach
2. Assess bread product	2.1 Assess product volume and appearance against standards 2.2 Assess product characteristics, including texture, aroma, colour and taste against standards 2.3 Assess technical difficulty and originality of product against standards 2.4 Document assessment findings according to workplace procedures
3. Complete bread evaluation	3.1 Use assessment findings to rate product characteristics against product quality criteria 3.2 Identify common product problems and determine their causes 3.3 Review ratings to determine product strengths and weaknesses against the standards 3.4 Document evaluation according to workplace procedures
4. Make bread product comparisons and recommendations	4.1 Compare product with other products of its class 4.2 Interpret findings to make recommendations for quality rating and commercial positioning of product 4.3 Make recommendations for product improvement according to findings

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Interprets textual information obtained from a range of sources and determines how content may be applied to product evaluation
Writing	• Integrates information from a number of sources to develop evaluation criteria and methodology

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Skill	Description
	• Prepares assessment reports using technical baking terminology and clear, logical language
Oral communication	• Uses questioning techniques and active listening to confirm details, clarify responses and seek advice
Navigate the world of work	• Independently keeps up-to-date with baking product knowledge and quality standards
Get the work done	• Plans, organises and implements tasks required to achieve required outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK4007 Assess and evaluate bread products	FDFRB4007A Evaluate and assess bakery product	Redesigned unit with a focus on bread products, incorporating content from previous unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK4007 Assess and evaluate bread products

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has assessed and evaluated three of the following bread products:

- sweet product
- fibre product
- rye product
- meal product
- savoury product
- basic bread product
- sour bread product
- specialty bread product
- decorative bread product.

The evaluation and assessment of the three product varieties must be benchmarked against at least three other products of the same variety to produce comparative findings and qualitative judgements. The individual must also have researched two different baking industry sources and selected suitable product quality criteria to make the assessment and evaluations.

The bread products to be assessed and evaluated must include:

- three of the following product finishes:
  - baked finished product
  - post-baked finished product
  - dusted product
  - seed product
  - decorative finished product

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  - glaze finished product
  - cream or iced finished product
  - sweet finished product
- at least two of the following shapes:
  - condensed
  - roll
  - baton
  - sandwich
  - loaf/Vienna
  - high top
  - parcel
  - baguette
  - novelty shape.

In assessing and evaluating one bread product, the individual must create a written report that includes each of the following categories:

- appearance, including:
  - symmetry, uniformity and volume
  - presentation and cleanliness
  - crumb character
  - baked or fried colour
  - general character
- texture, including:
  - crumb cell size
  - gas cell structure
  - feel and softness
  - crumb stability
  - moisture of product
- aroma, including:
  - freshness
  - fermentation aromas as required by product
  - aroma suitability to product type
- flavour, including:
  - suitability of product variety
  - freshness
  - sweetness according to flavour variety required
  - levels of salt according to flavour variety required
  - quality of ingredients.

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The evaluation and assessment report must also include the following considerations:

- storage stability and shelf life
- product cost compared to product quality
- suitability of packaging against the product variety
- technical difficulty
- product originality
- appearance
- volume
- problems or faults with the product and their causes
- an overall numerical score and descriptive rating of the product
- a recommendation on the commercial positioning of the product compared to competitor products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- techniques used to assess and evaluate bread products, including:
  - sweet product
  - fibre product
  - rye product
  - meal product
  - savoury product
  - basic bread product
  - sour bread product
  - specialty bread product
  - decorative bread product
- fermented bread product finishes, including:
  - baked finishes
  - seeding and dusting product
  - decorative finishes
  - glazed finishes
  - cream or iced finishes
  - sweet finishes
- fermented product characteristics, including:
  - internal and external appearances
  - internal and external textures
  - internal and external aromas
  - internal and external flavours
- other bread product features and considerations, including:
  - storage stability and shelf life

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  - product cost compared to product quality
  - packaging against the product variety
  - technical difficulty
  - product originality
  - volume
  - common problems or faults and their causes
- technical bakery science terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or a food evaluation venue, or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - bakery products for evaluation
  - bakery products from the same class for comparison
  - equipment for conducting tests
  - documentation or technology for recording information
  - workplace procedures for evaluating and assessing products
- specifications:
  - industry recognised bakery product standards
- relationships (internal and/or external):
  - bakery representatives
- timeframes:
  - according to work requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPRBK4008 Apply bread baking science

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to apply technical knowledge and principles of bread processing and ingredient sciences in the production of bread products in a commercial bakery. It includes the reactions of baking ingredients during mixing, processing and baking.

This unit applies to individuals who apply a broad range of specialised knowledge and skills to their own work. They take responsibility for bakery production, testing and problem-solving.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Analyse aspects of	1.1 Read and interpret a Certificate of Analysis for breadmaking flour

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
ingredients on finished bread products	1.2 Identify the impact of ingredients on final products, and consider these impacts when selecting, measuring and using ingredients 1.3 Identify processes and techniques used in the manufacture of ingredients, and how these impact on ingredient characteristics 1.4 Identify types of food additives used in bread products, their functions and the likely reactions they may cause when combined with other ingredients 1.5 Identify the properties and reactions of sugars, proteins and fats, and their tracking points during baking production processes 1.6 Identify the properties of common emulsions, suspensions and solutions, and their impacts on the finished product, when selecting ingredients 1.7 Recognise common chemical and physical reactions, and factors required to cause a reaction, to control impact on the finished product 1.8 Apply knowledge of ingredients, interactions and baking processes to predict product shelf life of finished product
2. Analyse aspects of ingredient variations and changes in processing	2.1 Identify the role and science of fermentation in bread products and apply process variations to achieve different outcomes 2.2 Examine the features and benefits of different ingredient changes and interactions during fermentation
3. Manage variations in baking processes	3.1 Identify the role and science of mixing ingredients in bakery products and apply process variations to achieve different outcomes 3.2 Identify the role and science of retardation in bakery products and apply process variations to achieve different outcomes 3.3 Identify the role and science of freezing in bakery products and apply process variations to achieve different outcomes 3.4 Identify the impact of temperature, moisture and time on production and product outcome in management of operations 3.5 Identify the impacts of varying baking processes on production and product outcome in production planning and management 3.6 Select and manage baking processes to maximise production efficiencies 3.7 Identify and address production problems in process variations

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Undertakes independent research and experimentation and reflects on performance to build own knowledge and skills of food and bread baking science making methods
Reading	• Sources, interprets and analyses baking science information from a range of technical food industry texts
Writing	• Prepares reports on baking experiments, process and product specifications, using food scientific and technical language and formats appropriate to purpose
Numeracy	• Extracts and interprets mathematical information embedded in technical baking industry texts • Performs calculations and uses baking product formulas to interpret, adapt and adjust baking product processes • Uses mathematical symbols and conventions relevant to the baking industry to document experiment outcomes, recipes, and process and product specifications
Get the work done	• Uses problem-solving skills to analyse and evaluate bakery production ideas, processes and experiments, and decide on appropriate action • Takes responsibility for planning, organising and implementing tasks required to achieve required outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK4008 Apply bread baking science	FDFRB4003A Apply baking science to work practices	Redesigned unit with a focus on bread products, incorporating content from previous unit	No equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPRBK4008 Apply bread baking science

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has explored baking science through processing two of the following bread product varieties:

- white/bakers flour product
- low protein flour product
- rye flour product
- meal flour product
- grain flour product.

For each the two bakery product varieties, the individual must have explored:

- the chemical and physical changes during the processing and mixing, including:
  - undermixing protein development using low intensity mixing
  - overmixing protein development using high intensity mixing
  - baking of undermixed dough to record volume and baked colour against a uniform standard dough
  - baking of overmixed dough to record volume, pan flow and baked colour against a uniform standard dough
  - recording the change in extension of gluten or window testing of fermentation doughs between undermixed dough and overmixed dough against a uniform standard dough
- liquid washing of bread doughs, including:
  - baking of protein balls to record volume and baked colour against protein level
  - measuring baked and cut protein balls to record crumb strength and texture
- adjusting the salt levels lower in a bread dough product to record the acceptable levels of both dough maturity and bread flavour, including:
  - mixing tolerance changes in reduced salt doughs
  - flavour tolerance changes in reduced salt doughs

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  - mixing time changes in delayed salt method doughs
  - liquid hydration of reduced salt doughs
- adjusting and recording yeast levels in bread doughs to counteract the effect of sugar on fermentation doughs, including:
  - raising the percentage of yeast to percentage of sugar in the dough between 5% up until 15% sugar
  - comparing the rises in yeast levels against the processing times of a uniform standard bread dough based on 2% sugar
  - recording the change in hydration levels against the change in sugar levels
  - recording the change in salt levels against the change in sugar and yeast levels.

The individual must record the changes in the overall processing times of production of the two different bread dough types, including different protein and sugar levels. The individual must record the changes in processing times using two different varieties of bread improver, including the:

- overall processing time changes in fermented product
- finished baked product internal characteristics
- external baked product characteristics
- volume differences against a uniform standard product.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the chemical and physical changes during the processing and mixing of bread dough products
- mixing bread doughs, including:
  - energy inputs of different mixing systems, including high energy and low energy mixing
  - the effects of energy on mixing fermented dough, and how it affects gluten development
  - the effects of energy on mixing fermented dough, and how it affects baked qualities
- liquid washing of bread doughs, including how the protein level affects:
  - the baked quality of protein balls
  - the internal structure of baked protein balls
- the effects of altering the salt levels in bread doughs, including changes in:
  - dough tolerance during mixing
  - fermentation and flavour
  - mixing times
  - processing and fermentation times
- the effects of altering the yeast levels in doughs to counteract the effect of sugar or fat on bread doughs, including changes in:

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  - yeast levels to counter-affect the quantity of sugar and fat levels
  - hydration levels to counter-affect the quantity of sugar or fat levels
  - salt levels to counter-affect the quantity of sugar or fat levels
- the characteristics of different varieties of bread improver and their effects, including:
  - processing changes
  - finished baked product internal characteristics
  - external baked product characteristics
  - baked volume differences
- the cause-and-effect relationship on bread production processes of the following:
  - mixing and fermentation changes
  - changes of yeast levels
  - changes of salt levels
  - changes of protein levels
  - changes of sugar levels
  - changes of hydration levels
- dough rheology and bread baking science considerations, including:
  - the basic structures and properties of sugars, proteins and fats
  - common chemical reactions
  - common physical reactions
  - physical dough testing
  - panary aeration
- the content and purpose of a Certificate of Analysis for a commercial grade bread making flour, including the detailed analyses and how these affect bread production, including:
  - protein percentage
  - moisture percentage
  - water absorption percentage
  - extensograph height in Brabender Units (BU)
  - extensograph length in centimetre square (CMS)
  - falling number
  - development time in minutes
- food and bakery science terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a commercial bakery or laboratory, or an environment that accurately represents workplace conditions
  - access to the internet
- resources, equipment and materials:

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    - relevant trade magazines and published articles
    - commercial Certificate of Analysis
    - equipment and ingredients relevant to the product and process types specified in the performance evidence
    - bread science measuring equipment to meet the requirements of the performance evidence
- specifications:
    - access to the Food Standards Code
    - bread recipes and specifications
- timeframes:
    - according to work requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPSUG2022 Operate a waste water treatment system

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to operate waste water treatment systems to comply with workplace requirements, trade waste agreements and site environmental authority.

The unit applies to individuals who work under supervision in the sugar milling industry.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sugar milling (SUG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the waste water treatment process for operation	1.1 Confirm chemicals and test equipment are ready for use 1.2 Confirm services are available and ready for operation 1.3 Select, fit and use personal protective equipment according to workplace safety procedures

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Conduct pre-operational checks according to operating procedures 1.5 Calibrate instrumentation and test equipment according to operating specifications 1.6 Identify and report health and safety hazards and maintenance requirements according to workplace safety procedures
2. Operate and monitor the waste water treatment process	2.1 Start the waste water treatment system according to operating procedures 2.2 Confirm operating condition is maintained within operating requirements 2.3 Monitor, test and adjust waste water quality according to operating procedures 2.4 Operate first flush systems during rainfall events 2.5 Ensure the work area is maintained to workplace cleaning standards
3. Analyse and respond to abnormal performance	3.1 Analyse water condition and plant operating conditions according to workplace procedures and manufacturer's guidelines 3.2 Take corrective action in response to hazards, out-of-specification test results and/or plant performance 3.3 Implement emergency procedures according to workplace safety procedures
4. Hand over waste water treatment system	4.1 Maintain workplace records according to workplace procedures 4.2 Carry out handover according to workplace procedures 4.3 Ensure operators are aware of system status and related equipment at completion of handover
5. Shut down the waste water treatment system	5.1 Safely shut down the system according to operating procedures 5.2 Prepare the system for storage in shutdown mode according to operating procedures 5.3 Identify and report operational maintenance requirements according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information in workplace documentation
Numeracy	• Interpret production and process control indicators and data
Navigate the world of work	• Apply workplace procedures relevant to own role
Interact with others	• Apply workplace communication practices to report issues or provide information
Get the work done	• Access and interpret waste water treatment system process control panels and system • Make routine decisions to correct abnormal performance of waste water treatment system

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPSUG2022 Operate a waste water treatment system	FDFSUG222A Operate a waste water treatment system	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPSUG2022 Operate a waste water treatment system

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has operated a waste water treatment system in line with workplace contexts and demonstrated each of the following points at least once:

- conducted pre-start checks of equipment and services
- selected, fitted and used required personal protective equipment (PPE)
- operated, monitored and adjusted waste water treatment system according to operating procedures
- maintained work area to meet cleaning standards
- handled chemicals safely
- reported health and safety risks and maintenance requirements
- performed shutdown procedures
- conducted shift handover procedure
- taken corrective action in response to typical operating faults, out-of-specification results or non-compliance
- recorded waste water treatment information
- followed waste water system operating procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- equipment purpose and operating principles of waste water treatment equipment and methods
- water cycles for trade waste, storm water and sewerage, including sources and flow patterns
- purpose of chemicals used in waste water treatment systems
- purpose of first flush systems and their relationship with the waste water treatment system

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- typical causes of non-conforming water quality, and corrective action required
- key health and safety requirements for operating waste water treatment systems:
  - hazards related to waste water system operation, and associated control measures
  - correct use of PPE
  - lock-out, tag-out and isolation procedures
- procedures for operational and long-term shutdown
- environmental issues and controls for operating waste water treatment systems:
  - company policy relating to environmental performance
  - waste characteristics and treatment methods
  - waste handling requirements and procedures
- procedures and responsibility for reporting problems for operating waste water treatment systems
- recording requirements and procedures for operating waste water treatment systems.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a sugar milling workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE
  - waste water treatment system and related chemicals
  - water testing equipment
  - workplace information recording system
- specifications:
  - operating procedures and related advice on equipment operation
  - water quality sampling and test procedures
  - workplace cleaning standards and procedures
  - workplace information requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPSUG2024 Perform standard tests on cane samples

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to perform standard tests on cane samples for routine factory control. Cane sample tests are typically routine, repetitive procedures based on defined methods, and require interpretation of results within clearly defined guidelines.

The unit applies to individuals who work under supervision in the sugar milling industry.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sugar milling (SUG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for testing	1.1 Identify requirements and methods for cane testing 1.2 Confirm testing equipment is available and fit for use according to workplace procedures 1.3 Prepare and label test chemicals and reagents as required by test

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	method and workplace procedures 1.4 Prepare samples as required by test method 1.5 Conduct and record pre-test checks according to workplace procedures
2. Conduct test	2.1 Conduct test in accordance with test method and test schedule 2.2 Identify and report atypical test results according to workplace procedures 2.3 Record and communicate test results according to workplace procedures 2.4 Follow procedures to repeat or validate results for atypical test results 2.5 Clean, care for and store equipment according to workplace procedures 2.6 Dispose of waste materials according to workplace procedures
3. Record test data in laboratory information system	3.1 Enter results into laboratory information system according to workplace procedures 3.2 Check data and correct data entry errors as required 3.3 Store and retrieve data in the laboratory information system according to workplace procedures 3.4 Produce standard reports from laboratory information system according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret standard operating procedures, specifications, sampling schemes and schedules
Numeracy	• Interpret numerical test data
Navigate the world of	• Understand main tasks, responsibilities and boundaries of own role

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Skill	Description
work	• Apply workplace procedures relevant to own role
Get the work done	• Complete tasks in logical order • Use workplace digital system to record and store results

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPSUG2024 Perform standard tests on cane samples	FDFSUG224A Perform standard tests on cane samples	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPSUG2024 Perform standard tests on cane samples

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has performed standard tests on cane samples in line with workplace contexts and demonstrated each of the following points at least once:

- confirmed availability of test equipment, chemicals and reagents
- prepared required samples
- performed test procedures
- communicated test results
- identified and reported out-of-specification results
- recorded and checked data in the laboratory information system
- cleaned and stored equipment and treated, recycled or disposed of tested materials after testing.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of the test procedure on cane testing, including the principles of the test method and of equipment used
- terminology relating to cane testing
- specific test methods and procedures for cane
- typical causes of out-of-specification results, and procedure for repeating the analysis on cane samples
- laboratory information system recording and reporting requirements relevant to cane testing.
- safe work procedures, including hazards associated with specific test procedure requirements, working with chemicals and test equipment
- environmental and waste handling requirements and procedures relevant to cane testing.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a sugar milling workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - test equipment, chemicals and reagents and related equipment
  - materials to be tested
  - laboratory recording and reporting system
- specifications:
  - test methods and procedures
  - sample labelling and recording requirements and procedures
  - workplace procedures including advice on safe work practices and environmental requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPSUG3007 Perform factory control tests

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to perform tests for factory control. These tests are typically complex and/or non-routine and require interpretation of results within broad guidelines.

The unit applies to individuals working in the sugar industry who are required to perform factory control tests and record data in a sugar mill.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sugar milling (SUG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for testing	1.1 Identify testing requirements and methods according to workplace requirements 1.2 Select, fit and use personal protective equipment according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Manage calibration of test equipment according to operating procedures 1.4 Prepare standard graphs according to workplace procedures 1.5 Prepare and label test chemicals and reagents according to workplace procedures 1.6 Prepare samples as required by test method 1.7 Conduct and record pre-test checks according to workplace procedures
2. Conduct test	2.1 Perform test according to test method and test schedule 2.2 Identify and report atypical test results 2.3 Record and communicate test results according to recordkeeping requirements 2.4 Follow procedures to repeat or validate results 2.5 Clean, care for and store equipment according to workplace procedures 2.6 Dispose of waste materials according to workplace procedures
3. Record test data in laboratory information system	3.1 Enter results into laboratory information systems according to workplace procedures 3.2 Correct data entry errors as required 3.3 Store and retrieve data in the laboratory information system according to workplace procedures 3.4 Produce standard and non-standard reports from laboratory information system

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Calculate and confirm calibration of equipment • Review and validate numerical test data and results

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Skill	Description
	• Produce graphical information
Navigate the world of work	• Apply workplace procedures relevant to own role • Understand own role and associated responsibilities
Get the work done	• Complete tasks in logical order • Use workplace digital system to record and store data • Organise and filter system information to produce required reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPSUG3007 Perform factory control tests	FDFSUG307A Perform factory control tests	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPSUG3007 Perform factory control tests

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has performed factory control tests in line with workplace contexts and demonstrated each of the following points at least once:

- identified test requirements and methods
- selected, fitted and used personal protective equipment (PPE)
- prepared test equipment, chemicals and reagents for testing
- safely prepared required samples
- managed calibration of test equipment
- conducted tests and recorded results
- communicated test results
- identified and reported non-conformances
- recorded information in the laboratory information system
- cleaned and stored equipment and treated, recycled or disposed of tested materials after testing.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- laboratory information system recordkeeping requirements
- methods used to plot, analyse and present test data, including production of both standard and non-standard reports
- purpose of the test procedure, including a basic knowledge of chemistry and physics principles relating to the tests performed, and operating principles of equipment used
- specific test methods and procedures
- terminology relating to the types of tests and related methods used
- typical causes of out-of-specification results, and procedure for repeating the analysis

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- safe work procedures, including hazards associated with specific test procedure requirements, working with chemicals and test equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a sugar milling workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE
  - test equipment, chemicals and reagents and related equipment
  - materials to be tested
  - sample labelling and recording system
  - laboratory recording and reporting system
- specifications:
  - operating procedures and related advice on equipment operation, including advice on safe work practices
  - test methods and procedures
  - workplace standards and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPSUG3008 Analyse and convey workplace information

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to analyse, interpret and present information. It involves preparing and presenting information to others, including aspects of workplace training.

The unit applies to individuals working in the sugar industry who have responsibility for collecting, analysing and communicating information.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sugar milling (SUG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Manage information	1.1 Identify information requirements for specific activities 1.2 Use information systems to store, retrieve and update information 1.3 Use consultative processes to collect and convey information 1.4 Review and improve methods used to collect, store, retrieve and convey information

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Collect and analyse information	2.1 Store and collect information in a format suitable for analysis and interpretation 2.2 Analyse and interpret information data and information 2.3 Ensure information collection is timely and relevant to the needs of individuals and teams
3. Present information	3.1 Communicate information effectively to individuals and groups 3.2 Ensure communication takes into account social and cultural differences 3.3 Follow appropriate meeting protocols to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information in various sources of workplace documents
Writing	• Record and present information in required format
Oral communication	• Participate in conversations relevant to role by asking questions and providing explanations, as required
Navigate the world of work	• Apply workplace procedures and protocols relevant to own role
Interact with others	• Use communication style and language to suit the needs of others
Get the work done	• Reflect on, develop and support ideas for improvement of information management

Unit Mapping Information

Code and title	Code and title	Comments	Equivalence status

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current version	**previous version**		
FBPSUG3008 Analyse and convey workplace information	FDFSUG308A Analyse and convey workplace information	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPSUG3008 Analyse and convey workplace information

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has analysed and conveyed workplace information in line with workplace contexts and demonstrated each of the following points at least once:

- identified and collected information from a range of sources for a specific purpose
- collected information by consulting with other people
- analysed and interpreted data and information
- selected appropriate presentation methods to convey information to others
- used an information storage and retrieval system to access, retrieve, store and update information
- identified and recommended an improvement to information management practices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- data collection and analysis techniques
- requirements for use of information recording, storage and retrieval systems
- meeting procedures used in the workplace
- methods and techniques for presenting information to individuals and groups.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a sugar milling workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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- standard forms for recording workplace information
- information storage and retrieval system

- relationships (internal and/or external):
  - opportunities to interact with others using typical workplace communication processes.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC3001 Apply raw materials, ingredient and process knowledge to production problems

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to apply an understanding of ingredients and processes to solve problems that typically occur during the preparation, processing or packaging of products.

The unit applies to operators who work under broad supervision and are responsible for the efficient operation of production equipment and processes, and are required to problem-solve issues relating to non-conforming raw materials, ingredients and processes.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and respond to non-conforming ingredients or raw	1.1 Identify raw materials and ingredients that do not conform with quality standards 1.2 Identify and report non-conformance in raw materials and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
materials	ingredients, in line with workplace requirements 1.3 Investigate and report causes of non-conformance 1.4 Determine and implement corrective action 1.5 Take action to prevent recurrence of non-conformance 1.6 Report action in accordance with workplace reporting requirements
2. Identify and respond to non-conforming products and processes	2.1 Monitor processing parameters, stages and changes 2.2 Identify non-conformance during processing, handling and/or storage, and take corrective action 2.3 Investigate and report causes of non-conformance relating to processing, handling or storage 2.4 Determine and implement corrective actions 2.5 Take action to prevent recurrence of non-conformance 2.6 Report action in accordance with workplace reporting requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Analyse and consolidate information and data from a range of sources
Numeracy	• Analyse data to check, interpret and confirm production requirements for ingredients and process parameters
Get the work done	• Take responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Address problems and initiate standard procedures in response, applying problem-solving processes in determining solutions

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC3001 Apply raw materials, ingredient and process knowledge to production problems	FDFTEC3003A Apply raw materials, ingredient and process knowledge to production problems	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC3001 Apply raw materials, ingredient and process knowledge to production problems

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively applied knowledge of raw materials, ingredient and process knowledge on at least one occasion, including:

- recognising quality characteristics of raw materials and ingredients in one production process
- identifying non-conforming raw materials and ingredients, and reasons why they exist in the production process
- identifying non-conformance as a result of processing and storage
- determining and undertaking corrective action for non-conformances
- completing workplace documentation and reporting non-conformances.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the composition and function of each main raw material and ingredient used, including an awareness of ingredient grades or types
- common causes of contamination and unacceptable quality in raw materials and ingredients
- methods used to confirm quality standard
- the effects of variation in raw materials and ingredients on processing stages and final product outcomes, including:
  - factors likely to cause variation
  - scope to adjust or correct for variation at each processing stage
- appropriate handling and storage requirements for raw materials, ingredients and final products, and the effects of poor storage conditions

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- changes and reactions that occur through processing stages, including the signs and symptoms of poor and unacceptable processing or equipment operation
- factors affecting the shelf-life of products
- the interrelationships between processing stages and the effect of variations in processing parameters on process outcomes and on final products, including:
  - factors likely to cause variations
  - scope to adjust or correct for variations at subsequent process stages
- procedures for identifying and isolating non-conforming products
- troubleshooting information and techniques
- procedures and related documentation required to amend or to introduce a new method or procedure
- reporting requirements and responsibilities
- test methods for confirming quality characteristics.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - ingredients and raw materials
  - final product, and related processing equipment and stores areas
- specifications:
  - ingredient/raw materials specifications
  - troubleshooting procedures relevant to workplace processes
  - sampling and test equipment and procedures as required.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC3002 Implement the pest prevention program

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement an existing pest prevention program in a food processing environment.

The unit applies to individuals who typically have responsibility for inspecting food products and implementing control procedures while working under broad direction and take responsibility for their own work, with limited responsibility for the work of others.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor the effectiveness of pest prevention measures	1.1 Interpret requirements of the pest prevention program 1.2 Identify and fit personal protective equipment according to job requirements 1.3 Identify hygiene standards to meet health and safety and workplace requirements 1.4 Conduct inspections to identify signs of pest infestation and record

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	results according to workplace procedures 1.5 Analyse results and report on signs of pest infestation according to workplace procedures
2. Implement pest elimination procedures	2.1 Select control measures suited to infestation according to pest prevention program 2.2 Implement procedures for eliminating pests according to health and safety requirements in the workplace 2.3 Maintain records according to workplace procedures 2.4 Collect, treat and dispose of waste according to workplace procedures
3. Review pest control program	3.1 Monitor pest infestation to confirm effectiveness of treatment method 3.2 Modify pest treatment method according to workplace procedures 3.3 Report changes to treatment program to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Accurately record information and documentation relevant to pest prevention
Numeracy	• Complete calculations appropriate for measuring, mixing and applying pest prevention materials according to procedures
Get the work done	• Make routine decisions and implement standard pest prevention procedures

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC3002 Implement the pest prevention program	FDFTEC3002A Implement the pest prevention program	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC3002 Implement the pest prevention program

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has implemented a pest prevention program to effectively control pests in two different areas, including:

- conducting pest inspections
- identifying pest infestations and selecting suitable control measures
- implementing pest control measures in accordance with workplace procedures
- monitoring effectiveness of control measures
- assessing pest control methods and contributing to improvement of pest control
- completing records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic principles of integrated pest management including:
  - identification of pest hazards
  - establishment of pest elimination methods
  - monitoring of the effectiveness of these measures
- methods used to prevent pest invasion in the workplace
- housekeeping and cleaning standards to minimise conditions that attract pests
- food safety issues relating to the use of pesticides in a food handling area
- characteristics and behaviours of common pests in own workplace
- conditions required by common pests to survive and breed
- methods and procedures used to minimise pest resistance to elimination methods
- safety data sheets (SDS) for pesticides used in the workplace

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- legislation, codes of practice and procedures relating to the purchase, transport, storage, use and disposal of pesticides
- safe procedures for handling, using and storing pesticides
- the purpose, application and limitations of personal protective equipment (PPE).

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - access to work areas where pests are common
  - pesticide labels and SDS
  - PPE
  - pest control equipment
- specifications:
  - pest prevention program.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4001 Determine handling processes for perishable food items

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to determine process and equipment requirements for handling and storing perishable food items, such as fresh fruit and vegetables.

The unit applies to individuals who apply the principles of modified atmosphere packing processes and who manage the handling, packing and storage processes used for perishable food items.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify packing, handling and storage requirements for	1.1 Identify requirements and performance measures for packing, handling and storing perishable food products 1.2 Identify current best practice for packing, handling and storing

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
perishable food products	perishable food products, and assess comparative performance of workplace practices 1.3 Identify features and operational processes of equipment used for handling, packing and storing perishable food products 1.4 Identify customer and legal requirements of packing, handling and storing perishable food products 1.5 Use packing materials confirmed as suitable for perishable food products
2. Specify packing, handling and storage processes	2.1 Identify equipment and facilities available for packing, handling and storing perishable food products 2.2 Conduct cost-benefit analysis to determine suitable storage equipment and facilities for operations 2.3 Specify equipment and facilities needed for work operations 2.4 Specify processes for packing, handling and storing perishable food products 2.5 Specify processes in accordance with workplace environmental guidelines 2.6 Specify labelling and documentation requirements according to workplace procedures 2.7 Document workplace processes and operating procedures and communicate them to personnel
3. Manage problems with perishable food products	3.1 Identify common problems with perishable products and determine their likely causes 3.2 Assess equipment and procedures to identify contributing factors to food problems 3.3 Identify and address problems in accordance with workplace procedures 3.4 Document out-of-specification processes or outcomes 3.5 Identify and investigate opportunities for improvement 3.6 Develop and implement proposals for improvement

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Analyse operating parameters, procedures, specifications, and other documentation from a variety of sources to determine storage and equipment requirements
Writing	• Develop procedures for the storage of perishable food items for a specific audience using clear and detailed language
Numeracy	• Analyse data to determine compliant outcomes
Get the work done	• Apply systematic and analytical decision-making processes for complex and non-routine situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4001 Determine handling processes for perishable food items	FDFTEC4001A Determine handling processes for perishable food items	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4001 Determine handling processes for perishable food items

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has determined effective food handling processes for at least two different types of perishable food, including:

- analysing packing, handling and storage requirements for perishable food product
- specifying processes and equipment to achieve quality outcomes that comply with relevant food standards regulations
- analysing and confirming safety aspects of food handling processes and handling and storage equipment
- analysing non-conformances, problems and determined probable cause
- proposing improvements to handling and/or storage.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the properties of packing processes designed to protect perishable products and extend their shelf-life
- regulations, codes of practice and legislative requirements, including local and international regulations, relevant to handling and storing perishable food products
- Food Standards Code
- work health and safety (WHS) and environmental protection procedures and regulations
- workplace procedures for planning and managing the handling and storage of perishable food products
- problems that may occur while planning and managing the handling and storage of perishable food products, and action that can be taken to resolve or report the problems

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- risks and hazards related to handling and storing perishable food products, and methods for controlling them
- costs of equipment and facilities for handling and storing perishable food products
- pathogens and spoilage that can occur in perishable foods and the conditions required for these to occur
- features intrinsic to food type, including pH, water activity, nutrient content, presence of microbiological compounds, respiration rate and biological structure
- the impact of extrinsic factors on perishable food products, including:
  - temperature
  - water loss
  - humidity
  - maturity (applies to maturity of fruit and vegetables when harvested)
  - handling
  - cleaning
  - sanitation
  - personal hygiene practices
  - gaseous composition of the storage atmosphere
- food spoilage indicators, including:
  - microbial contamination
  - enzymic browning
  - sensory degradation of characteristics, including flavour, aroma, colour and texture
- factors that influence selection of packing and storage processes, including:
  - suitability for use with food products to be packaged
  - compatibility with packing technology
  - costs
  - environmental features
  - consumer safety
  - tamper evidence
- characteristics of products and their behaviour when packed, handled and stored over the shelf-life of the product
- typical problems that occur, likely causes and appropriate response options.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - handling, packaging and storage equipment
  - perishable product, packaging components and consumables

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- specifications:
  - packaging specifications
  - workplace operating procedures for packaging, handling and storage.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4002 Apply principles of food packaging

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to oversee packaging operations in a food and beverage processing environment and to assess the nature, and likely causes, of packaging problems.

The unit applies to senior operators and managers who are responsible for overseeing packaging processes and work within known parameters. They provide and communicate solutions to a range of predictable or unpredictable problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist so local requirements must be checked.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Analyse characteristics of packaging suitable for	1.1 Identify and compare packaging materials suitable for a food or beverage product 1.2 Assess the interaction between the packaging and the food or

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
use with food products	beverage product 1.3 Determine environmental impact and handling features of packaging materials 1.4 Consider customer and legal requirements of packaging 1.5 Ensure packaging material characteristics meet the safety and quality needs of food or beverage being packaged
2. Evaluate packaging in a production environment and recommend improvements	2.1 Assess packaging material properties for quality and safety 2.2 Determine costs of packaging materials 2.3 Analyse non-conformances to identify probable causes 2.4 Identify and investigate opportunities for improvement to materials, processes or environmental impact 2.5 Establish or review procedures for safely operating a packaging process 2.6 Document evaluation and recommendations and seek approval for implementation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Critically analyse documentation from a variety of sources and consolidate information relating to packaging materials and production to assist with analysis
Writing	• Prepare proposal expressing ideas and exploring issues using language that is logical, succinct and accurate
Numeracy	• Perform mathematical calculations to assist with analysis of packaging materials and costs

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4002 Apply principles of food packaging	FDFTEC4008A Apply principles of food packaging	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4002 Apply principles of food packaging

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has analysed and evaluated at least two types of food packaging, including (for each):

- analysing packaging system components, including:
  - materials used and interaction with product
  - costs
  - processes
  - legal and customer requirements
  - environmental and handling implications
- analysing and confirming safety aspects of processes and equipment
- analysing non-conformances and packaging problems and determining probable cause
- proposing improvements to the packaging system.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of packaging and the properties of packaging materials designed to protect products and extend shelf-life, including the role of packaging in providing:
  - protection of products from contamination (microbial, pest infestation and physical damage)
  - barriers (atmospheric, moisture, flavour and light)
  - package seal ability and seal integrity
  - easy-to-open access to products
  - information to consumers about products

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  - market appeal
  - materials and their properties
  - packaging interactions with food products
  - costs
  - features of packaging design that preserve products
- legislative requirements relating to packaged products and food safety
- requirements of products handled in the workplace, including coated packaging products, and active/interactive packaging films
- factors that influence the selection of packaging materials
- corrective actions to prevent packaging non-conformance
- characteristics of products, and their behaviour when packaged, across the shelf-life of the product
- typical problems that occur in the packaging process, and likely causes and appropriate response options including:
  - pathogens and spoilage that occur in packaged food and the conditions required for their occurrence
  - intrinsic features of food type, including pH, water activity, nutrient content, presence of microbiological compounds, respiration rate (fresh fruit and vegetables) and biological structure
  - extrinsic factors, including processing method, temperature, water loss and humidity, maturity (applies to maturity of fruit and vegetables when harvested), handling, cleaning, sanitation and personal hygiene practices, and gaseous composition of storage atmosphere
  - food spoilage indicators, including microbial contamination, enzymic browning and sensory degradation of characteristics, such as flavour, aroma, colour and texture
  - the effect of gas composition for modified atmosphere packaging processes, including knowledge of the role of the most commonly used gases in food packaging (carbon dioxide, oxygen, nitrogen), reactions between gases, packaged products and packaging materials
- quality assurance systems to ensure that packaged products meet customer and legal requirements
- relevant sources of technical expertise and related authority levels to address packaging issues.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - product, packaging components and consumables
  - packaging process equipment

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- specifications:
  - relevant standard operating procedures
  - packaging specifications
  - workplace information recording systems, requirements and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4004 Apply basic process engineering principles to food processing

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to apply the principles of engineered systems and equipment commonly used in the food processing industry. It includes mapping production processes and measuring outputs, including yields and material variances.

The unit applies to individuals who work with systems and equipment used for heat transfer, refrigeration, pumping, evaporation and drying equipment in the food processing industry. They provide solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Map a production process	1.1 Identify the scope of a production process for mapping

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Select and use appropriate process mapping symbols 1.3 Develop a map that identifies the relationship of each step in the process
2. Calculate yields and efficiencies of a production process	2.1 Identify inputs and outputs of a production processing system 2.2 Collect information required to monitor the performance of a production process 2.3 Calculate yields, efficiencies and material variances
3. Apply principles of fluid flow to a production process	3.1 Identify fluid properties of food that affect flow 3.2 Identify components and related equipment used in a food pumping process 3.3 Identify features of the system design that affect performance of the pumping system 3.4 Identify the effect of pumping on fluid properties 3.5 Establish the operating capacity of pumping systems used in the production process 3.6 Review or establish procedures for the safe use of pumping equipment
4. Apply principles of heat transfer to a production process	4.1 Identify types of heat transfer in a food production process 4.2 Identify methods and related equipment used to transfer heat 4.3 Recognise types of heat transfer media 4.4 Identify and contrast operating principles of cooling, chilling and freezing processes 4.5 Assess effects of heat transfer on product and material properties 4.6 Establish operating capacity of heat transfer equipment used in the production process 4.7 Review or establish procedures for the safe use of heat transfer equipment
5. Apply principles of evaporation to a production process	5.1 Identify methods and related equipment used for controlling evaporation in food processing 5.2 Analyse the effect of evaporation on product and material properties 5.3 Identify tests used to determine the concentration of a liquid

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Establish the operating capacity of evaporation equipment used in the production process 5.5 Review or establish procedures for the safe use of evaporation equipment
6. Apply principles of drying to a production process	6.1 Identify methods and related equipment used for drying food 6.2 Assess the effect of drying on product and material properties 6.3 Identify tests used to determine moisture content of materials and products 6.4 Establish operating capacity of drying equipment used in the production process 6.5 Review and establish procedures for the safe use of drying equipment
7. Apply principles of process control to management of production processes	7.1 Locate sensors and instrumentation providing input information to the control system 7.2 Identify consequences of a system malfunction

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret and analyse system specifications and other documentation to determine requirements
Writing	• Produce written and diagrammatic documents that convey information about components of food processing and engineered solutions
Numeracy	• Perform mathematical calculations to interpret and record complex engineering principles for food production processes
Get the work done	• Problem-solve issues as they arise

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4004 Apply basic process engineering principles to food processing	FDFTEC4004A Apply basic process engineering principles to food processing	Updated to meet Standards for Training Packages Prerequisites removed Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4004 Apply basic process engineering principles to food processing

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively applied basic process engineering principles in a food processing environment on at least one occasion, including:

- mapping a production process and applying process mapping protocols and symbols used in the workplace to describe a production process and its operating parameters
- applying engineering principles to a food production context, including:
  - fluid transfer
  - heat transfer
  - evaporation
  - drying
- performing calculations for engineering solutions, including performance and yield.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the basic operating features and components of pumps commonly used and typical applications, including:
  - rotodynamic (centrifugal) pumps
  - positive displacement pumps, including reciprocating piston pumps, rotary pumps (including gear and lobe pumps), screw pumps, eccentric rotor pumps (including progressive cavity or mono pumps) and flexible vane pumps
- related components of the pumping system, including valves, taps and pipework and, where required, Australian Standards and workplace protocols for indicating materials carried by pipework

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- features in the pumping system design that affect pumping efficiencies, including length of pipework, number and placement of valves and fittings, height of inlet and discharge points, internal surface and diameter of the pipe
- the following terms and how they are applied in the food processing industry:
  - pressure and pressure drop
  - velocity
  - head
- equipment components of a drying process
- the effects that the drying process has on food
- equipment components of an evaporation process
- the effects the evaporation process has on food
- heat transfer requirements and equipment used in a production process
- typical tests carried out to determine process outcomes on material/product
- operational and safety features of pumps and heat transfer equipment
- inspections required to identify signs of faulty performance and/or wear
- main types of sensors used in food processing to provide input data to control systems, and how these sensors operate.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food processing workplace
- resources, equipment and materials:
  - production process equipment for fluid transfer, heat transfer, evaporation and drying
  - tests used to report relevant product/process information and recorded results
  - methods and related software systems for collecting data and performing calculations
- specifications:
  - manufacturers' advice and operating procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4005 Apply an understanding of food additives

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to recognise the characteristics and functions of food additives, preservatives, colours and flavours used in food products.

The unit applies to individuals who work with food additives in a food production environment. It is designed to provide an overview of food additives. It is not designed to meet the competency requirements of the person who specifies additives, preservatives, colours or flavours to be used in food. Analysis of the properties of food additives may also be done by a specialist.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Investigate the use of additives in food	1.1 Identify types and groupings of food additives used in food products

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Explain functions of food additives 1.3 Research legal requirements relating to use of food additives 1.4 Explain legal and quality consequences of incorrect additive addition
2. Manage use of additives in a production process	2.1 Identify additives types and groupings used in workplace product range 2.2 Determine and apply suitable methods of application of food additives to meet production requirements 2.3 Establish or review procedures for safe storage, handling and application of food additives 2.4 Conduct handling, use and disposal of additives in accordance with safety and environmental standards

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Critically analyse documentation regarding food additive and legal implications from a variety of sources • Read, review and evaluate policies and procedures relating to food additives
Writing	• Record outcomes of research work, and review and modify documentation using industry relevant terminology
Numeracy	• Perform mathematical calculations for analysing food additive application rates

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FBPTEC4005 Apply an understanding of food additives	FDFTEC4005A Apply an understanding of food additives	Updated to meet Standards for Training Packages Minor changes to Element and Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4005 Apply an understanding of food additives

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has applied an understanding of food additives on at least one occasion, including:

- researching food additives and their legal and quality implications
- identifying main additives and their groupings used in at least two different processed food items
- using suitable methods to apply food additives and record their usage
- reviewing procedures for safe storage, handling and applying of additives to products to ensure product safety and quality standards are achieved.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- how common food additives are grouped according to their function
- range of additives under each grouping, including:
  - texture modifying agents
  - organoleptic and nutritional modifying agents
  - shelf-life enhancing agents
  - technological aid
- range of additives used in workplace products
- coding system(s) for describing additives
- legal requirements relating to additives as established by relevant food safety legislation
- Food Standards Code
- typical quantities of additives used and related units of measurement

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- preparation requirements, including forming and breaking emulsions and preparation of solutions
- systems and equipment for applying additives
- work health and safety (WHS) issues related to handling of additives
- consequences of incorrect additive addition, including quality and food safety hazards related to incorrect addition
- handling and processing conditions that affect the characteristics of products
- requirements for recording use of additives.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - product range related to production process
  - additives used in the workplace product range, including preservatives, colours and/or flavours
- specifications:
  - relevant food safety legislation
  - information about current workplace requirements and procedures for additive use.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4006 Apply an understanding of legal requirements of food production

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to ensure that food production operations comply with legal requirements that apply to food processing activities and facilities. It does not include requirements related to environmental management, work health and safety and food safety – those areas are covered by other units.

The unit applies to individuals who may not be directly responsible for designing procedures for compliance with legislation, but who should be aware of the existence of legislation, its intent and the arrangements in place to ensure compliance.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Ensure production systems meet legislative	1.1 Analyse relevant legislation and regulations that apply to food production, packaging and labelling

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
requirements relating to products and processing	1.2 Investigate purpose and intent of legislation relevant to food production, packaging and processing 1.3 Identify roles and responsibilities of authorities responsible for administering legislation 1.4 Assess work and food safety systems to determine compliance 1.5 Review procedures to ensure compliance with legal requirements 1.6 Identify and address or report non-compliances according to workplace procedures
2. Ensure production facilities meet legislative requirements relating to food premises, equipment design and storage facilities	2.1 Analyse relevant legislation and regulations that apply to food premises, storage facilities and equipment 2.2 Investigate the purpose and intent of legislation relevant to production facilities and premises 2.3 Identify the roles and responsibilities of authorities responsible for administering legislation 2.4 Review procedures to ensure compliance with legal requirements 2.5 Review recording systems to confirm compliance with legal requirements 2.6 Review internal auditing procedures to confirm compliance 2.7 Identify and address or report non-compliances according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Analyse compliance and legal documentation from a variety of sources to determine compliance requirements
Navigate the world of work	• Ensure knowledge of legislative requirements and products is kept up-to-date in order to provide accurate information • Modify or develop organisational policies and procedures to comply with legislative requirements and organisation goals

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Skill	Description
Get the work done	• Contribute to continuous improvement of current work practices by applying principles of analytical and constructive thinking

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4006 Apply an understanding of legal requirements of food production	FDFTEC4006A Apply an understanding of legal requirements of food production	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4006 Apply an understanding of legal requirements of food production

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively monitored food production to ensure compliance with legislation, on at least one occasion, including:

- identifying legal requirements that apply to the packing and production of at least one processed food item
- reviewing existing work practices against procedures to ensure compliance
- identifying legal requirements for facilities and equipment used
- reviewing procedures to support ongoing compliance with legal requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the legal responsibilities of a food processing company as they relate to product content and packaging, including:
  - product content (Food Standards Code)
  - product packaging and labelling, including use of nutritional information panels (Food Standards Code)
  - work health and safety (WHS)
  - design requirements of food premises and equipment
  - food safety
  - requirements of storage facilities used for materials, ingredients and final product
  - other requirements as appropriate to the product and/or market (e.g. import and/or export legislation)
  - relevant authorities responsible for administering the legislation, and their roles

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- purpose and intent of relevant legislation
- specifications and procedures to ensure the achievement of legal responsibilities related to product content and packaging
- potential hazards that could be introduced as a result of equipment design and configuration, including:
  - associated risks in handling chemicals and dangerous goods
  - inspecting plant design to identify potential hazards
  - equipment design and configuration
  - applying the hierarchy of control
- review processes and audit procedures required
- rights and responsibilities of related officers to access the production site.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food processing workplace
- resources, equipment and materials:
  - food processing operations
- specifications:
  - workplace processes and procedures
  - relevant legislation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4007 Describe and analyse data using mathematical principles

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to apply mathematical principles to analyse and interpret data relating to the properties and production process for food products, using common units of measurement, formulae and mathematical skills.

The unit applies to individuals who provide and communicate solutions to a range of predictable and sometimes unpredictable problems. They take responsibility for their own work and for the quality of others' work within known parameters.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Use common units of measurement and dimensions in calculations for physical properties of materials	1.1 Identify International System of Units (SI) and related unit symbols 1.2 Apply common formulae used to measure characteristics of food 1.3 Perform calculations involving fractions and ratios

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and food	
2. Apply linear algebra to analyse workplace information	2.1 Perform linear algebraic calculations to determine unknown values 2.2 Apply principles of transposing values to solve workplace problems
3. Use graphs to analyse workplace information and analyse process control	3.1 Identify data analysis and presentation requirements 3.2 Generate graphs to analyse and display workplace information 3.3 Construct a statistical process control (SPC) chart to measure attributes and variables

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read and interpret workplace information to determine the need for mathematical interpretation
Navigate the world of work	• Follow the international conventions for units of measurement

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4007 Describe and analyse data using mathematical principles	FDFTEC4007A Describe and analyse data using mathematical principles	Updated to meet Standards for Training Packages Prerequisites removed	Equivalent unit

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		Minor changes to Performance Criteria for clarity	

Links

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Assessment Requirements for FBPTEC4007 Describe and analyse data using mathematical principles

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has accurately described and analysed food processing data and capability using mathematical principles, including each of the following:

- identifying and using the appropriate International System of Units (SI) of measurement
- applying relevant formulae to measure a specific physical characteristic of a food product or processes
- selecting calculation requirements (such as adjusting a recipe formulation) to:
  - select required formulae
  - express the problem as an equation
  - identify the known and unknown values
  - manipulate equations by transposing values as required
  - convert units into compatible formats (i.e. SI units, multiples and sub-multiples)
  - calculate percentages and ratios
  - conduct the calculation to obtain a solution
- calculating standard deviation for a specified set of data, using the correct formula
- constructing a statistical process control (SPC) chart
- identifying mean, median and mode
- identifying upper and lower control limits for a specific food processing scenario
- recording the result in the appropriate units and level of detail.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- SI units of measurement and related unit symbols relevant to the food industry

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- the principles of transposing values to solve workplace problems
- relevant formulae to measure physical characteristics of food products or processes
- processes for developing charts and graphs
- variety of calculations to determine unknown values, including:
  - percentages and ratios
  - standard deviation
  - conversion of units into compatible formats
  - target (mean value) for the process
  - upper and lower control limits
  - heat transfer rates
  - pressure
- commonly derived units/measurements, related formulae and their application in a food processing context, including:
  - density and specific gravity
  - viscosity
  - temperature
  - volume, weight and mass
  - vector and scalar quantities
  - velocity
  - other measures as appropriate to a production process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- resources, equipment and materials:
  - production processing information
  - workplace documentation, including sampling plans
- specifications:
  - control chart formats
  - data collection methods and log sheets.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4008 Participate in product recalls

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to identify and prepare for product recall situations and to initiate and participate in recall processes.

The unit applies to individuals with a primary responsibility for initiating and participating in product recall events as part of a broader team. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for product recall situation	1.1 Identify circumstances that could result in a product recall 1.2 Implement appropriate controls to manage risks 1.3 Identify criteria used to initiate a product recall 1.4 Determine legal responsibilities and requirements of a recall

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	program
2. Participate in a product recall	2.1 Identify components of the product recall system in the workplace 2.2 Use workplace systems to trace ingredients, materials and batch information 2.3 Implement product recall procedures 2.4 Review procedures to define roles and levels of authority in the event of a product recall
3. Review processes to minimise the risk of recurrence	3.1 Investigate causes of product recalls 3.2 Review purchasing arrangements and in-house procedures to minimise the risk of recurrence 3.3 Establish and review consultative mechanisms to support continuous improvement 3.4 Communicate information on product recalls and improvement strategies to in-house personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Document outcomes and changes to procedures, and develop material to communicate with individuals affected by the recall
Oral Communication	• Use collaborative and inclusive techniques, including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information
Get the work done	• Respond intuitively to problems requiring immediate resolution, drawing on past experiences to focus on the cause of a problem

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4008 Participate in product recalls	FDFTEC4011A Participate in product recalls	Updated to meet Standards for Training Packages Prerequisites removed Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4008 Participate in product recalls

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has demonstrated all steps to prepare for and participate in at least one product recall, including:

- identifying criteria and circumstances for a product recall
- initiating controls to prevent product recall
- determining legal implications of a product recall
- identifying features of the workplace product recall system and procedures
- determining and examining the cause of product fault
- establishing mechanisms to improve operations and minimise the risk of occurrence.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- risks, measures and circumstances that could result in a product recall, and the control measures in place to prevent such incidents from occurring, including:
  - product failure
  - quality systems issues
  - contamination
  - packaging
- legal responsibilities and requirements of a recall program:
  - relevant provisions of food safety legislation
  - related company systems
  - criteria for determining when a recall is required
- components of the recall system required to meet company and legal requirements

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- company's food safety plan and vendor assurance arrangements
- the social, financial and legal consequences of:
  - failing to initiate a recall
  - delaying a recall decision
- communication requirements and procedures:
  - appropriate communication systems
  - channels for consulting with people affected
  - communicating information on improvements
- company policy and procedures for responsive action for a given range of circumstances that could result in the need for a product recall
- procedures for developing the components of a recall system to meet company and legal requirements, including:
  - information recording systems for traceability
  - identification of personnel responsible for assessing information
  - determining appropriate action
  - procedures that define roles and levels of responsibility
- procedures for investigating causes and reviewing arrangements and procedures in the event of an incident, including:
  - reviewing responses to previous incidents
  - developing recommendations on appropriate procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - case study materials of food product recall situations
- specifications:
  - workplace food safety program
  - information relevant to product recall, including contractual arrangements with suppliers, product specifications, process parameters and recall procedures
  - legislation relating to product recall, including relevant food safety legislation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC4009 Identify the physical and chemical properties of materials, food and related products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to identify the physical and chemical properties of materials, foods and related products within a production environment.

The unit applies to individuals who apply knowledge of physical and chemical properties of materials, food and related products, used to inform work in product development, production, testing, communication and problem-solving.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Apply common physical phenomena in food ingredients to food	1.1 Apply an understanding of common physical phenomena to explain relevant changes that occur to ingredients and products during the production process

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
production processes	1.2 Communicate the changes to others in appropriate format for use in production process
2. Apply the principles of physical states of matter to food production	2.1 Recognise the three states of matter and the atomic changes that occur at each phase 2.2 Determine the behaviour of each state of matter and its relationship to the production process 2.3 Consider the relationship between pressure and temperature in phase transition in food production
3. Apply common food science principles to a production process	3.1 Relate the significance of pH in processing, food safety and cleaning applications 3.2 Track the reactions and properties of carbohydrates, proteins and fats through a given process 3.3 Describe the properties of common emulsions, suspensions and solutions 3.4 Identify commonly occurring chemical reactions, factors required to cause a reaction, and the effects of reactions 3.5 Review safe work procedures for processes that involve chemical reactions or the handling of chemicals
4. Communicate and interpret technical information	4.1 Use appropriate technical terms to communicate information about the properties of commonly used foods and materials 4.2 Interpret and apply test results and reporting formats to communicate information on composition, properties and reactions

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read and interpret safe work procedures, and consolidate information for review
Numeracy	• Perform mathematical calculations to interpret test results to provide accurate information

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Skill	Description
Get the work done	• Apply systematic and analytical decision-making processes for complex and non-routine situations • Investigate innovative ideas as a means to continuously improve work practices and processes through formal and analytical thinking

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4009 Identify the physical and chemical properties of materials, food and related products	FDFTEC4009A Identify the physical and chemical properties of materials, food and related products	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarity intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4009 Identify the physical and chemical properties of materials, food and related products

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively identified the physical and chemical properties of materials, food and related products, including:

- accurately identifying and describing the physical and chemical characteristics of three different foods and the impact that processing has on each
- using common tests and measures to identify the components of three different food items
- identifying the characteristics of acids and bases and their application in food processing
- identifying the basic molecular structures of carbohydrates, proteins and fats
- distinguishing the difference between solutions, suspensions and colloidal systems
- identifying hazards and control methods in managing hazardous materials when working with food
- communicating technical information using correct technical terms, flow charts and sketches.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- characteristics and phenomena that occur during processing; and products and processes where these phenomena are observable, including:
  - shear and strain
  - friction
  - surface tension
  - pressure
  - crystallisation
  - total solids

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  - heat and temperature
  - relative humidity
  - work and energy input
  - viscosity
  - particle size
  - melting points, boiling points, freezing points
  - dew and condensation points
  - additional phenomena appropriate to the production process
- common chemical reactions that occur in food processing, including both spontaneous and controlled reactions, including:
  - oxidation
  - enzymic
  - Maillard
  - acid-based
  - the role of enzymes in generating biological reactions
- tests commonly used to measure phenomena, and related units of measurement
- transition phases applicable to a given production process
- the role of temperature and pressure in the transition process
- pH and its impact on food processes, including:
  - differences between a strong acid and a concentrated acid
  - units of measurement
  - classification of commonly used materials, ingredients and indicators according to pH
  - the typical strengths and concentration levels required for commonly used acids and bases
  - the significance of pH for processing, food safety and cleaning applications
- basic molecular structures of carbohydrates, proteins and fats
- molecular changes that occur in states of matter, and common applications, including:
  - refrigerant
  - freeze drying
- effect and compatibility of cleaning agents with equipment surface materials
- processing stages designed to affect the structure of compounds (including hydrogenation or denaturing proteins in cooking processes of oil)
- typical applications of solutions, suspensions and colloidal systems in food processing, including:
  - emulsions (oil in water/water in oil)
  - sols (solid-liquid/solid-solid)
  - gels
  - foams (gas-liquid/gas-solid)
  - differences between dispersed particles and the dispersion medium in colloids
  - factors that affect stability of colloidal systems, including the stages in a production process that can cause changes to colloid structure

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- technical information resources
- how to develop explanatory sketches or flow charts to communicate how observed phenomena affect products and the process
- safety hazards and required control methods when handling chemicals and working with processes involving chemical reactions
- basic research skills required for technical information to describe food properties and reactions, including recognising and applying appropriate units of measurement and terms.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - production process and related equipment
  - tests used to report relevant product/process information and recorded results
- specifications:
  - manufacturers' advice and operating procedures for equipment
  - test methods.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPTEC4010 Manage water treatment processes

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to manage the usage and treatment of water used in food production stages such as washing and cooling, and the usage and treatment of wastewater.

The unit applies to individuals who work in a food production site, who take responsibility for managing water treatment systems and methods, and provide and communicate solutions to a range of predictable and sometimes unpredictable problems. The unit is not designed to meet the competency requirements of the person who specifies water quality standards and/or treatment methods.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Manage water treatment processes	1.1 Identify uses of water within the plant and the related quality requirements for each use

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Establish appropriate treatment methods to meet treatment requirements 1.3 Identify environmental considerations for water treatment, and select and apply treatment options to minimise environmental impact 1.4 Develop or review procedures for treating water
2. Manage wastewater treatment and disposal	2.1 Identify sources and characteristics of wastewater generated across food processing operations 2.2 Evaluate methods for treating and recycling water 2.3 Implement appropriate treatment methods 2.4 Determine legal requirements for water discharge 2.5 Identify and monitor factors affecting the cost of water discharge 2.6 Identify conditions that could result in non-compliance, and implement control methods to prevent them from occurring 2.7 Develop or review procedures for treatment of wastewater to ensure compliance with trade waste standards, and to minimise environmental impact 2.8 Research and implement opportunities to reduce the volume of trade waste and to improve treatment methods

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Analyse documentation from a variety of sources relating to water treatment and reviews procedures
Writing	• Revise procedural material for a specific audience using clear and detailed language in order to convey explicit information, requirements and recommendations
Numeracy	• Perform mathematical calculations to analyse data and water treatment costs while reviewing water treatment options
Navigate the world of	• Implement improvement opportunities within own level of

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Skill	Description
work	responsibility

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4010 Manage water treatment processes	FDFTEC4010A Manage water treatment processes	Updated to meet Standards for Training Packages Prerequisite removed Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC4010 Manage water treatment processes

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively managed water treatment processes in food processing on at least one occasion, including:

- identifying and assessing water usage and disposal processes
- determining environmental impacts of water use, treatment and disposal
- identifying non-compliance associated with water quality
- assessing water treatment requirements and methods for water used in production
- evaluating costs associated with use, treatment and disposal of wastewater
- reviewing or developing wastewater procedures to ensure compliance with relevant standards
- researching and implementing at least one opportunity for improving wastewater management.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- terms and concepts used to describe water quality:
  - potable
  - total residual chlorine
  - free residual chlorine
  - available chlorine
- uses of water in production, including:
  - water used in cooling applications
  - washing

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  - flushing
- quantities and applications of water
- treatment stages in the processing system
- points where water could be more effectively conserved
- wastewater generated by the process
- principles of common methods used to treat trade waste and identifying typical applications, including:
  - primary treatment
  - secondary treatment
- requirements and methods for treatment of water used in production, including:
  - treatment methods currently in place
  - opportunities to improve resource utilisation through conserving water, changing materials and processing methods
  - treating and recycling wastewater more efficiently
- sustainable use of water, including legal, social and environmental consequences of releasing water to the environment
- characteristics that are monitored in wastewater and how these affect the cost of trade waste disposal
- rights of relevant authorities to enter the site and conduct independent sample collection and test procedures
- acceptable limits for water going to stormwater (pH range)
- conditions that could result in failure to comply with legal requirements for stormwater, and relevant control methods
- risks associated with water, including Legionella and related control measures
- characteristics of wastewater and related treatment requirements
- methods for recycling water.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real food processing workplace
- resources, equipment and materials:
  - site plans, including relevant advice on drainage system
  - monitoring equipment
- specifications:
  - workplace procedures and legislation relevant to water use and treatment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPTEC4011 Establish process capability

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to study process data to determine process capability using statistical process control techniques.

This unit applies to people responsible for establishing control charts and related sampling plans. It applies to individuals who take responsibility for their own work, and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Prerequisite unit of competency for this unit is:

- FBPTEC4007 Describe and analyse data using mathematical principles.

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to conduct a capability study	1.1 Identify the scope and purpose of the process 1.2 Determine a representative data sample 1.3 Select data collection techniques 1.4 Collect data to meet sampling requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Analyse data to determine process capability	2.1 Select and apply appropriate statistical analysis techniques 2.2 Identify process stability and extent of variation 2.3 Determine the target mean for the process 2.4 Calculate process control parameters 2.5 Specify related data sampling requirements 2.6 Compare and analyse data sets for process performance 2.7 Determine process capability

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Critically analyse documentation from a variety of sources, and consolidate data for analysis
Writing	• Document outcomes and results of data collection and analysis using industry relevant terminology and recognised symbols
Numeracy	• Perform mathematical calculations to analyse production and process information to accurately determine performance and capability

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC4011 Establish process capability	FDFPPL4005A Establish process capability	Updated to meet Standards for Training Packages Updated prerequisites	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Unit code updated to reflect appropriate sector Minor changes to Performance Criteria for clarity	

Links

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Assessment Requirements for FBPTEC4011 Establish process capability

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has established process capability on at least one occasion, including:

- establishing process scope, boundaries and related information on process purpose, including product or process specifications where available
- applying sampling techniques to determine nature and extent of data collection to provide a reliable indication of process performance
- selecting and applying data collection methods
- confirming that data collected is complete and complies with sampling requirements
- identifying characteristics of a normal distribution
- applying appropriate statistical techniques, including standard deviation to analyse data, and techniques to distinguish common and special causes of variation
- establishing process capability, including establishing upper and lower limits and instructions for identifying and responding to trends
- developing a related data sampling plan, including advice on sampling regimes following corrective action.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- data collection requirements and techniques for collection of actual (quantitative) and variable data, including both automated (using software) and manual techniques (carried out by operators and involving communicating requirements and designing appropriate formats for recording data)
- techniques to determine and validate a sampling plan capable of providing reliable information representative of the total population

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- appropriate formats for presenting sampling plan requirements and related communication systems
- statistical process control techniques and conditions for application
- workplace conventions/formats for presenting and monitoring process capability information, including control chart including a target mean, upper and lower limits and advice on how to interpret and confirm trends, and upper and lower warning limits where required
- process knowledge to identify possible causes of special variation
- difference between a stable process and a capable process, and action required to improve process performance in each case.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - data collection requirements and technique
  - communication systems
- specifications:
  - statistical process control techniques and conditions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC5001 Manage and evaluate new product trials

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to plan, monitor and evaluate new product trials.

The unit applies to individuals who work with a team of specialists to develop and engineer new products, and to manage trials in a production environment. They take personal responsibility and exercise autonomy in undertaking complex work. They analyse information and exercise judgement to complete a range of advanced, skilled activities.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish trial parameters	1.1 Define new product specifications 1.2 Identify production resource requirements 1.3 Establish project budget and timeline

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Ensure trial is of appropriate size to provide reliable process and production information, following workplace procedures
2. Prepare for new product trial	2.1 Scale new product recipe or formula to suit trial production 2.2 Identify and confirm raw materials and ingredients, packaging components and consumables, to meet trial requirements 2.3 Identify available and suitable production equipment and safe operating procedures 2.4 Ensure availability and competency of production personnel to successfully operate the trial process 2.5 Identify environmental, food safety, and work health and safety (WHS) hazards of the trial process and determine appropriate control methods 2.6 Achieve consensus on trial documentation format and procedures 2.7 Establish trial schedule and identify, monitor and address barriers and constraints to achieving schedule
3. Develop and communicate information on the trial process	3.1 Inform personnel in related work areas and functions about trial status and progress 3.2 Advise operators directly participating in the trial of parameters, roles and responsibilities 3.3 Communicate advice on product specifications and operating procedures to the project team
4. Monitor trial progress	4.1 Monitor trial process to identify actual and potential barriers to achieving schedule 4.2 Ensure trial product is produced within specifications 4.3 Identify or investigate out-of-specification or unacceptable outcomes 4.4 Identify unusual or atypical conditions that could affect achievement of the schedule 4.5 Report and make modifications according to trial arrangements
5. Evaluate trial outcome	5.1 Review trial objectives against trial outcomes 5.2 Assess resource allocations against plan 5.3 Assess trial product against specifications 5.4 Compare production parameters and operating conditions with

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	scheduled performance 5.5 Identify and investigate significant variances 5.6 Identify and report improvement opportunities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Prepare documentation expressing ideas and concepts for the development, evaluation and reporting of product trials; and ensure they are constructed logically, succinctly and accurately
Numeracy	• Analyse mathematical information in a range of tasks during the development, costing, scheduling and analysis of product trials
Get the work done	• Gather and analyse data and seek feedback to improve plans and processes • Address complex problems using formal analytical, lateral thinking techniques, experience and knowledge to focus in on trial design parameters

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC5001 Manage and evaluate new product trials	FDFTEC5001A Manage and evaluate new product trials	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

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Assessment Requirements for FBPTEC5001 Manage and evaluate new product trials

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has managed and evaluated trials for at least one new product, including:

- establishing parameters, conditions and requirements for product trial
- establishing, documenting and communicating the procedure for the trial to relevant personnel
- monitoring and evaluating trial outcomes against objectives and set conditions
- documenting all aspects of trial to ensure repeatability and collection of evidence.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- structure and processes of developing product trials, including:
  - project parameters
  - constraints
- criteria for evaluating outcomes, including:
  - clarifying reporting requirements
  - reporting formats
- process documentation procedures and requirements to ensure that the process:
  - meets trial outcomes
  - is consistent with legislative requirements
  - is consistent with company policy objectives
- procedures for planning and monitoring a trial process and the factors to be taken into account

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- proposed formulations and preferred processing methods to assess constraints and opportunities for improvement, including:
  - equipment capability
  - typical materials usage
  - rates to achieve a given production outcome
  - area experts
- systems and procedures for managing work health and safety (WHS), environmental issues and food safety through the trial process
- investigation and process improvement techniques and processes, including:
  - techniques to collect data
  - techniques to evaluate trial data
- communication processes and strategies to meet the information requirements of all stakeholders
- procedures for planning production targets and timeframes within equipment and process capability
- resources to meet trial schedule, including:
  - stock levels
  - equipment availability and capacity
  - personnel
  - storage capacity
- procedures for the development of trial schedules to manage the process
- documentation and appropriate formats, including:
  - product specifications
  - recipe formulations
  - process parameters
  - operating procedures
- monitoring procedures for trial progress to identify variances and factors that may need to be adjusted
- problem-solving processes as they relate to conducting product trials
- project planning, scheduling and monitoring procedures
- methods of collecting and evaluating trial information, including the role of an evaluation team
- procedures for reporting trial outcomes and related improvement opportunities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - trial objectives and parameters

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  - trial products
- specifications:
  - new product specifications
  - relevant standard operating procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPTEC5002 Manage utilities and energy for a production process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to assess utility requirements, identify suppliers, and monitor, conserve and control the cost of utility and energy supply for a production process.

The unit applies to individuals who manage utilities and energy for a production process, but who may not have the authority to make final decisions on supply. Those working in this role would analyse information and exercise judgement to complete a range of advanced, skilled activities in recommending improvements and reducing costs associated with energy efficiencies.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Technical (TEC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess utility and energy requirements	1.1 Estimate energy and utility requirements for a given production facility 1.2 Account for historical patterns of use when making estimates and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	forecasting production volumes
2. Select suppliers of energy and utilities	2.1 Identify existing and potential suppliers of energy and utilities 2.2 Identify and consider environmental costs and benefits associated with supply in supply criteria 2.3 Establish and apply criteria for selection of suppliers 2.4 Select suppliers capable of meeting supply criteria 2.5 Review or develop contingency procedures in the event of failure of supply
3. Monitor energy and utility use against budget	3.1 Measure and record use of energy and utilities 3.2 Analyse usage patterns against performance standards and budget allocations 3.3 Identify, assess and implement cost-effective options for balancing the scheduling requirements for production with containment of energy and utility costs
4. Contribute to the more efficient use of energy and utilities	4.1 Identify energy and utility losses or sources of waste 4.2 Identify, investigate and report opportunities to improve efficient energy or utility application 4.3 Establish and review consultative mechanisms to support continuous improvement 4.4 Communicate information on energy efficiency, utility efficiency and related procedures to relevant personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Organise, evaluate and analyse ideas and information from a wide range of sources to determine energy usage requirements and efficiencies
Writing	• Prepare documentation that explores complex issues for energy

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Skill	Description
	usage, constructed logically, succinctly and accurately
Numeracy	• Analyse and synthesise highly embedded mathematical information from a broad range of resources to determine energy usage, costs and targets

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPTEC5002 Manage utilities and energy for a production process	FDFTEC5002A Manage utilities and energy for a production process	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPTEC5002 Manage utilities and energy for a production process

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has managed utilities and energy for at least one production process, including:

- determining utility and energy requirements and assessing current practices
- establishing supply options and conducting analysis to determine most efficient arrangements
- monitoring and evaluating utility and energy usage against targets
- identifying wastage or losses
- identifying, assessing and communicating opportunities for improving energy efficiencies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- uses of energy and utilities in production, and units of measurement used to quantify energy and utilities
- procedures for mapping the uses of energy and utilities in production, including:
  - analysing historical data
  - sale or production forecasts to project energy and utility requirements
  - identifying patterns of usage, including volume and spread of load
- methods used to measure usage rates, including:
  - physical measurement instruments
  - measurement techniques used to track inputs to and outputs
  - units of measurement used to quantify energy and utilities
- suppliers of energy and criteria used to select them, including:

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    - costs and capacity
    - contingency procedures in the event of failure of supplies
    - elements of costs associated with supply, including tariffs, charges and peak demand and cost periods
    - ability to spread load and risk by distribution to other suppliers and co-generation
- factors that affect the efficient use of energy and utilities
- consultative mechanisms to support continuous improvements
- techniques for assessing energy and utility usage rates of a given production facility to identify variances against budget or plans
- methods, equipment and operation for generating utilities for use on-site:
    - steam generation
    - other utilities appropriate to a given production facility
    - licensing and regulation requirements for boiler types
    - maintenance procedures and practices to minimise losses of steam, glycol or ammonia
    - procedures for shutting down plant and equipment
- configuration and design of the process and system to conserve and recycle energy and utilities, including:
    - steam
    - heat
    - water
- scheduling for efficient production, including:
    - existing energy and utility supply arrangements
    - dual objectives of production outcomes and efficient use of energy or utility
- energy conservation techniques, including:
    - lighting
    - air-conditioning
    - equipment standby
- procedures to develop proposals for utility improvement based on:
    - investigations
    - input from relevant technical specialists
- requirements for assessing and developing procedures to support efficient energy and utility utilisation in consideration of:
    - impacts on equipment
    - food safety
    - work health and safety
- communication strategies for changes to workplace systems and procedures to support improvements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - monitoring equipment
- specifications:
  - energy and resource utilisation information, including recording systems, system requirements and procedures
  - details of contractual arrangements with suppliers
  - production scheduling requirements and systems.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT2001 Bench graft vines

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to select appropriate vine material, prepare cuttings, graft and undertake post-graft treatment and storage.

The unit applies to individuals in wine grape nurseries who work under general supervision, with limited autonomy and accountability for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to bench graft vines	1.1 Confirm job requirements 1.2 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.3 Select, fit and use appropriate personal protective equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Ensure work area meets workplace requirements 1.5 Ensure materials are available to meet grafting requirements 1.6 Select and prepare cuttings for grafting 1.7 Check and set equipment to meet grafting specifications
2. Bench graft vines	2.1 Disbud cuttings according to workplace procedures 2.2 Bench graft cuttings according to workplace procedures 2.3 Treat graft union according to specifications and workplace procedures 2.4 Monitor grafting process and equipment to ensure results are maintained within specifications 2.5 Identify and address non-conformance according to workplace procedures
3. Complete bench grafting activities	3.1 Identify appropriate shutdown procedures 3.2 Pack, label and store grafted vines according to workplace procedures 3.3 Collect, treat and dispose of waste according to workplace waste procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Numeracy	• Count and record numerical information related to labelling and storage of grafted vines
Navigate the world of work	• Apply workplace procedures to own role and responsibilities

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Skill	Description
Get the work done	• Respond to routine problems by referring to workplace procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT2001 Bench graft vines	FDFWGG2001A Bench graft vines	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2001 Bench graft vines

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared to bench graft vines, bench grafted vines and completed the bench grafting activities at least once, including:

- identifying health and safety hazards and controls in the workplace
- selecting, fitting and using personal protective equipment according to job requirements
- selecting and preparing appropriate vine material for grafting, including disbudding
- performing bench grafting of vines according to workplace practices
- following workplace requirements for grafting and post-grafting treatment and packing of vines
- monitoring grafted vines by identifying, rectifying or reporting out-of-specification vine grafts
- identify and address non-conformance
- cleaning up and storing equipment according to workplace requirements
- disposing of waste according to environmental policies and workplace procedures
- maintaining records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls in the workplace
- purpose and principles of grafting and disbudding
- criteria for successful grafting:
  - variety and clone
  - matching cambium
  - matching bevels and sizes
  - wood diameters
  - customer or workplace requirements

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- importance of selection and use of rootstock and vinifera
- advantages of using clonal and registered vine improvement rootstock material
- criteria for selecting parent vines for scion material
- procedures and optimum conditions for the storage of grafting material
- preparing vine material for grafting, including:
  - removal from cold storage
  - soaking
  - heat treatment
  - disbudding
  - hydration
  - grading
- procedures for monitoring the grafting process and equipment operation to identify non-conformance
- purpose and components of grafting equipment and cleaning equipment
- packing, labelling and storing grafted vines relevant to:
  - cold room layout
  - cold room temperature variations
  - customer requirements
  - storage time requirements
  - care of vines to minimise damage by moisture and disease
- procedures and responsibility for reporting problems
- environmental issues and controls, including:
  - identifying, rectifying and reporting environmental non-conformance
  - sorting, collecting, treating, recycling or disposing of waste
- cleaning requirements and procedures for work area and equipment
- reporting and recording required information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a plant nursery workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - appropriate personal protective equipment
  - equipment, services and corresponding information
  - products and materials
  - cleaning procedures, materials and equipment
  - documentation and recording requirements and procedures
- specifications:

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- work procedures, including advice on company practices, safe work practices, quality and environmental requirements
- workplace grafting specifications
- work instructions and schedules
- legislative and local quarantine regulations and codes of practice.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT2002 Carry out potting operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to carry out potting operations in wine grape nurseries.

The unit applies to individuals who work in wine grape nurseries and are required to follow workplace procedures in completing tasks.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for potting operations	1.1 Confirm job requirements 1.2 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.3 Select, fit and use personal protective equipment relevant to job

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.4 Ensure potting materials are available 1.5 Blend potting media to ensure consistency 1.6 Clean and treat pots and work areas to minimise risk of pest and pathogen contamination 1.7 Prepare grafted cuttings ready for potting 1.8 Check, maintain and set equipment according to workplace procedures
2. Pot propagated material	2.1 Identify and collect callused cuttings requiring potting 2.2 Place soil in pots according to job requirements 2.3 Plant cuttings according to job requirements 2.4 Label potted cuttings according to workplace procedures
3. Carry out post-potting treatments	3.1 Transfer potted cuttings to growing environment according to workplace procedures 3.2 Hydrate potted cuttings according to workplace procedures 3.3 Prepare and apply treatments according to health and safety in the workplace requirements 3.4 Collect and dispose of waste according to workplace procedures
4. Complete potting operations	4.1 Identify and report non-conformances 4.2 Clean, maintain and store equipment according to workplace procedures 4.3 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents accurately

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Skill	Description
Numeracy	• Calculate numerical information relating to volume of material requirements
Navigate the world of work	• Apply workplace procedures to own role and responsibilities
Get the work done	• Respond to routine problems by referring to workplace procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT2002 Carry out potting operations	FDFWGG2002A Carry out potting operations	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Elements and Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2002 Carry out potting operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has carried out at least two potting operations involving potting propagated material and post-potting treatment including:

- using personal protective equipment (PPE), safety data sheets (SDS) and following health and safety requirements in the workplace
- ensuring materials are available and ready for potting process
- selecting and mixing potting media and treatments according to workplace procedures
- cleaning pots and work surfaces according to workplace procedures
- preparing cuttings before potting including waxing or grading methods
- potting cuttings and labelling trays according to workplace procedures
- transferring potted cuttings to a growing environment
- maintaining hydration requirements
- disposing of waste according to workplace procedures
- completing records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls in the workplace, including:
  - purpose and application of PPE
  - SDS
  - operating equipment according to workplace procedures
  - safe handling and preparation of equipment, potting media and chemicals
- process for preparing cuttings for potting, including:
  - grading

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  - waxing
  - dipping in hormones
  - hydrating
- potting process and standards of potting, including:
  - resources and materials used for the potting process
  - selecting, operating, maintaining and storing equipment according to workplace procedures
  - planting cuttings, according to workplace procedures
  - labelling trays according to workplace procedures
  - watering potted cuttings
- process of transferring and placing potted cuttings to growing environment
- report and address non-conformances according to workplace procedures
- principles of nursery hygiene, including:
  - cleaning requirements and techniques for work area and equipment
- maintenance of work area and equipment according to workplace procedures including:
  - report and address environmental non-compliance
  - waste disposal requirements and procedures
- processes for reporting, recording and maintaining workplace records.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - nursery shed or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - equipment, services and corresponding information
  - potting products and materials
  - cleaning procedures, materials and equipment
  - system for recording information
- specifications:
  - work procedures, including advice on company practices, safe work practices, and environmental requirements
  - work instructions and schedules.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPVIT2003 Hand prune vines

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to hand prune vines using a variety of hand-operated or handheld equipment.

The unit applies to individuals who are required to follow workplace procedures in completing tasks associated with hand pruning of vines.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative, or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for hand pruning	1.1 Confirm job requirements 1.2 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.3 Select and fit personal protective equipment relevant to the job

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.4 Ensure pruning equipment is ready for use according to workplace procedures
2. Hand prune vines	2.1 Start and operate pruning equipment safely and according to workplace procedures 2.2 Monitor equipment performance 2.3 Prune vines according to workplace procedures 2.4 Identify and address non-conformance according to workplace procedures 2.5 Maintain equipment in good working order according to workplace procedures
3. Complete hand pruning operations	3.1 Shut down equipment safely according to workplace procedures 3.2 Clean and store equipment 3.3 Dispose of vine cuttings according to environmental and workplace procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Oral Communication	• Converse clearly to confirm job requirements and seek assistance where required
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Follow clear instructions within defined level of responsibility
Get the work done	• Respond to routine problems by referring to workplace procedures

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT2003 Hand prune vines	FDFWGG2003A Hand prune vines	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Elements and Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2003 Hand prune vines

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively prepared for hand pruning, hand pruned vines and completed hand pruning operations at least once including:

- identifying health and safety hazards and controls in the workplace
- using personal protective equipment (PPE)
- following pruning equipment safety procedures
- starting and operating hand pruning equipment safely according to workplace procedures
- pruning correctly according to workplace procedures
- identify and address non-conformances
- performing shut down procedures according to workplace procedures
- following environmental procedures
- disposing of cuttings according to workplace procedures
- maintaining records according to workplace guidelines.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic components of and the purpose for pruning vines, including:
  - basic difference between cane and spur pruning
  - pruning requirements
  - different parts of the vine, including vine trunk and permanent framework, canes and cordons, tendrils and buds
- techniques and principles of pruning vines:
  - selecting the best possible spurs and canes
  - positioning spurs or canes
  - cleanly removing sucker shoots
  - leaving the correct quantity of spurs, rods and buds

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  - making cuts correctly and cleanly
  - recognising and removing unwanted growth
  - rolling and securing extension canes onto trellis wire
- health and safety hazards and controls in the workplace including purpose and application of PPE
- correct operating procedures for pruning equipment, including:
  - handling pruning equipment safely
  - oiling moving parts and sharpening procedures
  - safe handling of pruning equipment
  - starting up and operating automatic pruning equipment as required
  - monitoring and recognising performance problems with pruning equipment
  - cleaning and storage requirements of pruning equipment
  - using appropriate cleaning techniques
- shut down procedures
- processes for the routine preventive maintenance of equipment
- identifying, rectifying and reporting environmental non-compliance
- processes for maintaining work area:
  - environmental issues and controls
  - disposal requirements of vine cuttings
- procedures and responsibility for reporting problems and anomalies
- recording workplace information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a vineyard workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE
  - pruning equipment, services and corresponding information
  - products and materials
  - cleaning procedures, materials and equipment
  - documentation and recording requirements and procedures
- specifications:
  - work procedures, including advice on company practices, safe work practices, quality and environmental requirements
  - work instructions and schedules.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPVIT2004 Pick grapes by hand

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to manually pick grape varieties used in winemaking.

The unit applies to individuals who carry out workplace procedures in completing tasks associated with manually picking grapes.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to pick grapes	1.1 Confirm job requirements 1.2 Identify potential health and safety hazards and controls according to workplace and environmental procedures 1.3 Select, fit and use personal protective equipment according to the

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	job requirements 1.4 Check equipment to confirm readiness for use according to workplace procedures
2. Pick the grapes	2.1 Ensure picking meets workplace schedules and timelines 2.2 Confirm equipment is in good working order according to workplace procedures 2.3 Select and pick grapes, minimising loss and damage according to workplace procedures 2.4 Identify and address non-conformances according to workplace procedures
3. Complete picking operations	3.1 Clean and store equipment according to workplace and environmental procedures 3.2 Conduct work to comply with workplace environmental guidelines 3.3 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Oral Communication	• Converse clearly to confirm job requirements and seek assistance where required
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Follow clear instructions within defined level of responsibility
Get the work done	• Respond to routine problems by referring to workplace procedures • Plan and organise tasks to achieve job requirements

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT2004 Pick grapes by hand	FDFWGG2024A Pick grapes by hand	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2004 Pick grapes by hand

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has manually picked grapes for winemaking on at least two separate occasions including:

- identifying and following health and safety procedures in the workplace
- selecting, fitting and using personal protective equipment
- selecting grapes suitable for picking
- recognising diseased, over-ripe or immature grapes
- cutting grape bunches according to workplace procedures
- completing picking records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic components of the vine
- health and safety hazards and controls in the workplace, including:
  - manual handling
  - heat stress and sunburn
- purpose and application of personal protective clothing and equipment
- maintenance requirements and methods for equipment, including:
  - handling and sharpening procedures
  - oiling moving parts
- picking requirements according to workplace procedures, including:
  - making cuts
  - minimising damage to fruit and vine
  - recognising diseased, over-ripe or immature grapes
  - selecting grape bunches

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  - collecting and handling picked grapes
  - cleaning and storage requirements of equipment
- procedures for maintaining workplace records
- identifying and reporting non-conformances according to workplace procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine vineyard or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - equipment, services and corresponding information
  - vines with grapes
  - cleaning procedures, materials and equipment
  - a system for recording information
- specifications:
  - work procedures, including advice on company practices, safe work practices, quality and environmental requirements
  - work instructions and schedules.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT2005 Maintain callusing environment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to maintain a callusing environment in a vineyard.

The unit applies to individuals who are required to follow workplace procedures to complete tasks associated with callusing operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare callusing environment	1.1 Identify and confirm job requirements 1.2 Select, fit and use personal protective equipment according to job requirements 1.3 Ensure materials required are available and ready

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Select and use equipment according to workplace procedures 1.5 Prepare, clean and sanitise work area, equipment and boxes according to workplace procedures 1.6 Prepare pre-mixed callusing media according to workplace procedures
2. Prepare cuttings for callusing	2.1 Prepare cuttings for callusing according to workplace procedures 2.2 Apply pre-callusing treatments according to workplace procedures and safety guidelines 2.3 Count, bundle and label cuttings according to workplace procedures 2.4 Place cuttings into boxes according to workplace procedures
3. Maintain cuttings in callusing room	3.1 Place cuttings into callusing environment according to workplace procedures 3.2 Maintain callusing environment according to workplace procedures 3.3 Monitor cuttings for potential health problems and report or apply treatments according to workplace procedures 3.4 Apply post-callusing treatments to maintain plant health according to workplace procedures
4. Carry out post-callusing operations	4.1 Remove callused cuttings from callusing room 4.2 Collect and dispose of waste according to workplace environmental and workplace procedures 4.3 Clean and sanitise facilities according to workplace procedures 4.4 Undertake work in accordance with workplace environmental guidelines 4.5 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Oral Communication	• Converse clearly using industry-specific language
Numeracy	• Calculate numerical information relating to counting, labelling and storing
Navigate the world of work	• Apply workplace procedures to own role and responsibilities
Get the work done	• Respond to routine problems by referring to workplace procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT2005 Maintain callusing environment	FDFWGG2005A Maintain callusing environment	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Elements and Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2005 Maintain callusing environment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared cuttings for callusing and maintained the callusing environment on at least two separate occasions including:

- identifying health and safety hazards and controls in the workplace
- selecting, fitting and using personal protective equipment (PPE)
- observing hygiene and housekeeping standards including cleaning and sanitising of work area, equipment and boxes
- preparing callusing media and boxes to specification
- preparing cuttings and applying pre-callusing treatment
- placing cuttings into callusing boxes
- monitoring and maintaining callusing environment to specification
- monitoring cuttings for correct callusing and reporting problems according to procedures
- applying post-callusing treatments
- removing callused cuttings
- recording appropriate information.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls in the workplace, including:
  - purpose of PPE
  - correct operating procedures for equipment
  - safe and effective handling of equipment
  - safe preparation and handling of chemicals
- cleaning requirements and procedures for work area and equipment
- principles of nursery hygiene

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- environmental considerations and required controls
- waste disposal requirements and procedures
- correct procedures for preparing cuttings for callusing
- correct procedures for placing cuttings into boxes
- effects of variety, clone and source of cuttings on the placement and labelling of cuttings in boxes
- purpose and benefit of carrying out pre- and post-callusing treatments
- procedures used to carry out pre- and post-callusing treatments
- procedures for preparing pre-mixed callusing media
- factors in a controlled callusing environment that affect the vine cutting:
  - methods of pasteurising and treating callusing media
  - temperature
  - relative humidity
  - moisture levels of growing medium
- methods for setting, monitoring and maintaining the required temperature and relative humidity
- correct procedures for preparing callusing boxes
- quality control process in the callusing environment
- common problems that occur during callusing and how to resolve them
- procedures and responsibilities for reporting problems and anomalies
- procedures for maintaining workplace records
- procedures for selecting, operating, maintaining and storing the required equipment
- correct procedures for removing and transferring callused cuttings.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a plant nursery workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE
  - equipment, services and corresponding information relevant to callusing
  - products and materials for callusing
  - cleaning procedures, materials and equipment
  - documentation, recording requirements and procedures
- specifications:
  - work procedures, including advice on company practices, safe work practices, quality and environmental requirements
  - work instructions and schedules.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT2006 Obtain and process rootlings

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to dig and process vine rootlings.

The unit applies to individuals who are required to follow workplace procedures in completing tasks associated with obtaining and processing rootlings.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to process rootlings	1.1 Confirm job requirements 1.2 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.3 Select and fit appropriate personal protective equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Clean and sanitise facilities to minimise risk of contamination according to workplace procedures 1.5 Check, maintain and set equipment to meet job requirements
2. Obtain rootlings	2.1 Check requirements for rootlings from field nurseries, sand beds or callusing against workplace procedures 2.2 Dig rootlings from field nurseries using tractor-mounted or trailed digging machines or hand-held tools according to workplace procedures 2.3 Obtain rootlings from sand beds or callusing room according to workplace procedures
3. Process rootlings	3.1 Treat and bundle rootlings according to workplace procedures 3.2 Grade, label, pack and store bundles according to workplace procedures 3.3 Collect and dispose of waste according to waste management procedures 3.4 Identify and address non-conformances
4. Prepare rootlings for dispatch	4.1 Prepare and pack rootlings for dispatch according to job requirements 4.2 Load and check orders for dispatch according to workplace procedures 4.3 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Numeracy	• Count and record numerical information related to rootling orders and dispatch
Navigate the world of	• Apply workplace procedures to own role and responsibilities

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Skill	Description
work	
Get the work done	• Respond to routine problems by referring to workplace procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT2006 Obtain and process rootlings	FDFWGG2006A Obtain and process rootlings	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2006 Obtain and process rootlings

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has demonstrated the following for obtaining and processing rootlings from a field nursery, a sand bed and a callusing room, including:

- identifying health and safety hazards and controls in the workplace
- using personal protective equipment (PPE) according to job requirements
- handling and using treatments and disinfectants
- selecting and mixing treatments to required concentrations
- sanitising equipment and work surfaces according to workplace procedures
- set up and operate equipment according to workplace procedures
- treating, bundling, storing and labelling rootling according to workplace procedures
- preparing, packing and loading rootling for dispatch according to workplace procedures
- identifying and reporting non-conformances
- treating and disposing of waste according to workplace procedures
- maintaining records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls in the workplace
- purpose and application of PPE
- safe equipment operation, storage and maintenance requirements according to workplace procedures
- principles of nursery hygiene for equipment and cleaning requirements
- methods for handling rootlings in different environments
- processes for treating rootlings:
  - hydration of all rootlings

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    - chemical treatment of all rootlings
- common features of vine rootlings health
- procedures for monitoring the standard of rootlings, and grading and sorting them for:
    - diameter of stem
    - appearance
    - length and number of shoots
    - strength of graft union
- package, storage requirements and procedures for rootlings ready for sale, including:
    - cold room layout and temperature variations
    - customer requirements
    - storage time requirements
- procedures for checking stock against orders, including:
    - quantity of stock
    - varieties and clones
    - quality of stock is within specifications
    - procedures and responsibilities for reporting problems and anomalies
- procedures for dispatching stock, including:
    - correct manual handling
    - correct use of mechanical transfer equipment
- procedures for collecting and disposing of waste
- environmental issues and controls
- recording workplace information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a plant nursery workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - PPE
    - equipment, services and corresponding information
    - products and materials
    - cleaning procedures, materials and equipment
    - system for recording requirements and procedures
- specifications:
    - work procedures, including advice on company practices, safe work practices, food safety, quality and environmental requirements
    - work instructions and schedules.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPVIT2008 Train vines

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to train growing vines by hand.

The unit applies to individuals who are required to follow workplace procedures in completing tasks associated with training vines.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for vine training	1.1 Confirm job requirements 1.2 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.3 Select and fit personal protective equipment relevant to the job

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	rrequirements 1.4 Ensure equipment is available and ready for safe use according to workplace procedures 1.5 Check and set equipment to meet the job requirement 1.6 Ensure materials are available to meet vine training requirements
2. Train vines	2.1 Train vines according to vine variety 2.2 Identify and address non-conformance according to workplace procedures
3. Complete training activities	3.1 Clean, maintain and store equipment according to workplace requirements 3.2 Collect, treat, dispose of waste according to workplace procedures 3.3 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Oral Communication	• Converse clearly to confirm job requirements and seek assistance where required
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Follow clear instructions within defined level of responsibility
Get the work done	• Respond to routine problems by referring to workplace procedures

Unit Mapping Information

Code and title	Code and title	Comments	Equivalence status

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current version	previous version		
FBPVIT2008 Train vines	FDFWGG2008A Train vines	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Elements and Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2008 Train vines

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared for vine training, trained vines and completed vine training activities on at least one occasion including:

- identifying health and safety hazards and controls in the workplace
- using personal protective equipment (PPE) according to job requirements
- setting up and operating equipment according to workplace procedures
- training vines according to instructions, including heading height, selection of appropriate laterals, positioning of laterals, securing of laterals, removing unwanted laterals from trunk and crown
- identifying and addressing non-conformances
- cleaning up and storing equipment according to workplace procedures
- maintaining records according to workplace procedures
- disposing of waste according to environmental guidelines.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls in the workplace
- purpose and application of PPE
- safe and effective handling of equipment
- maintenance and storage of equipment according to workplace procedures
- range of vine training techniques, features, benefits and procedures
- different parts of the grapevine, including vine trunk and permanent framework, laterals, canes and cordons, tendrils and buds, and fruit
- how to report and address non-conformances according to workplace procedures
- responsibilities for identifying and controlling environmental issues
- cleaning and storage requirements and procedures for equipment

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- workplace procedures and responsibility for:
  - reporting problems
  - cleaning up
  - maintenance
  - handling and disposing of waste
  - reporting required information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a vineyard workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE
  - vine training equipment, services and corresponding information
  - range of grape vine varieties
  - cleaning procedures, materials and equipment
  - system for recording information
- specifications:
  - work procedures, including advice on company practices, safe work practices, and environmental requirements
  - work instructions and schedules.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT2009 Plant vines by hand

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to plant cuttings and rootlings by hand.

The unit applies to individuals who work under general supervision, with limited autonomy and accountability for their own work.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for hand planting	1.1 Confirm job requirements 1.2 Identify potential health and safety hazards and controls according to workplace procedures 1.3 Select and fit personal protective equipment according to the job requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Select and prepare materials, equipment and tools according to job requirements
2. Plant cuttings and rootlings	2.1 Plant vines according to workplace procedures 2.2 Maintain required spacing, row width and depth according to workplace procedures 2.3 Recognise and report non-conformances according to workplace procedures
3. Complete planting operations	3.1 Shut down equipment according to workplace procedures 3.2 Clean and store equipment according to workplace procedures 3.3 Collect, treat and dispose of waste according to workplace procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Oral Communication	• Converse clearly to confirm job requirements and seek assistance where required
Numeracy	• Calculate numerical information relating to planting vines
Navigate the world of work	• Apply workplace procedures to own role and responsibilities
Get the work done	• Respond to routine problems by referring to workplace procedures

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT2009 Plant vines by hand	FDFWGG2025A Plant vines by hand	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Elements and Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2009 Plant vines by hand

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planted cuttings and rootlings by hand on at least one occasion and demonstrated the following:

- using personal protective equipment (PPE)
- preparing vine equipment and material ready for use
- planting vines according to workplace procedures
- recognising health and non-conformances with cuttings and rootlings
- collecting, sorting, treating, and disposing of waste according to workplace procedures
- maintaining workplace records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls in the workplace
- purpose and application of PPE
- appearance and features of healthy vine planting material
- conducting work according to terrain, climate and weather conditions
- operating procedures for equipment used for planting vines by hand including set up and shut down requirements
- environmental issues and controls
- procedures and responsibility for reporting non-conformances
- soil characteristics as they apply to vine establishment:
  - structure
  - compaction
  - condition
  - present moisture
  - present nutrients and toxic factors

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- parts of the vine
- planting requirements and procedures:
  - spacing
  - row width
  - depth
  - soil preparation
  - rootling preparation
  - soil compaction
  - planting procedure
  - rootling health
- correct disposal of waste material
- cleaning and storage of equipment
- recording workplace information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine grape growing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE
  - equipment, services and corresponding information
  - cuttings and rootlings ready for planting
  - cleaning materials and equipment
  - system for recording information
- specifications:
  - work procedures, including advice on company practices, safe work practices, quality and environmental requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT2010 Take and process vine cuttings

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to take and process vine cuttings using a variety of hand-operated equipment.

The unit applies to individuals who are required to follow workplace procedures in completing tasks associated with taking and processing vine cuttings.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Take vine cuttings	1.1 Confirm job requirements 1.2 Identify health and safety hazards and environmental controls according to workplace procedures and regulations 1.3 Select, fit and use personal protective equipment according to job requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Select and prepare materials and equipment according to workplace procedures 1.5 Select and take vine cuttings according to job requirements 1.6 Identify and address non-conformances according to workplace procedures
2. Complete vine cutting operations	2.1 Collect and grade vine cuttings according to job requirements 2.2 Clean and store equipment according to workplace procedures 2.3 Collect and dispose of waste according to environmental and workplace procedures
3. Prepare to process cuttings	3.1 Clean and sanitise facilities to minimise risk of contamination 3.2 Ensure materials are ready to meet requirements 3.3 Select and prepare materials and equipment according to workplace procedures
4. Process cuttings	4.1 Treat and bundle cuttings according to workplace procedures 4.2 Label, pack and store bundles according to workplace procedures 4.3 Collect and dispose of waste according to environmental and workplace procedures 4.4 Recognise and address and non-conformances according to workplace procedures 4.5 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Writing	• Produce workplace documents using industry-based vocabulary, grammar and conventions

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Skill	Description
Numeracy	• Calculate numerical information relating to estimating materials, labelling and storing
Navigate the world of work	• Follow clear instructions within defined level of responsibility • Apply workplace procedures to own role and responsibilities
Get the work done	• Respond to routine problems by referring to workplace procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT2010 Take and process vine cuttings	FDFWGG2022A Take and process vine cuttings	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2010 Take and process vine cuttings

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively taken and processed vine cuttings using hand-operated equipment on at least two separate occasions including:

- following health and safety procedures in the workplace
- selecting, fitting and using personal protective equipment (PPE)
- selecting cuttings and cutting according to workplace procedures
- using a variety of hand-operated or handheld cutting equipment
- treating, bundling, and labelling cuttings according to workplace procedures
- identifying and addressing non-conformances in cutting propagation of grape vines
- disposing of waste according to workplace procedures
- maintaining records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and environmental controls in the workplace
- purpose and application of PPE
- selection, setup and maintenance of vine cutting equipment
- vine components:
  - vine trunk and permanent framework
  - canes and cordons
  - tendrils and buds
- procedures for selecting and taking vine cuttings:
  - correct length and diameter
  - correct number of buds on the cutting

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    - degree of straightness
    - cuts made correctly and cleanly
    - top cut at 45° angle or bottom bud flat, 1-2 cm from nearest bud
    - number of buds left on the vine
- treating cuttings procedures:
    - hydration of all cuttings
    - removing unwanted plant material
    - mixing treatments
- collecting and storing vine cuttings procedures:
    - numbers per bundle
    - all lying the same way in the bundle (basal and distal ends)
    - secure tying and labelling of bundles
    - maintaining hydration of cuttings
- cutting propagation techniques for grape vines:
    - identification of vine cuttings
    - cutting collection and storage requirements, including hydration
- features of healthy and unhealthy vine cuttings used to grade cuttings
- packing and storing cuttings:
    - cold room layout and temperature variations
    - storage time requirements
- cleaning requirements and environmental procedures for work area and equipment
- identifying and addressing non-compliances
- maintaining workplace records
- legislation, regulations and codes of practice related to handling of vine cuttings.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a vineyard workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - PPE
    - equipment, services and corresponding information
    - cuttings and treatments
    - cleaning procedures, materials and equipment
    - system for recording information
- specifications:
    - work procedures, including advice on company practices, safe work practices and environmental requirements
    - legislative and local quarantine regulations and codes of practice

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- work instructions and schedules.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT2011 Operate vineyard equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to operate a range of general vineyard equipment that does not require specialised calibration.

The unit applies to individuals who are required to follow workplace procedures to operate general vineyard equipment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare equipment for operation	1.1 Confirm job requirements 1.2 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.3 Select, fit and use personal protective equipment relevant to the

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	job requirements 1.4 Check, maintain and set equipment for use according to workplace procedures
2. Operate equipment	2.1 Start up and operate equipment according to workplace procedures 2.2 Adjust operation of equipment to meet yard safety requirements, weather conditions and workplace terrain 2.3 Monitor equipment performance to confirm performance is maintained according to workplace procedures 2.4 Identify and address non-conformance of equipment according to workplace procedures
3. Complete operation of equipment	3.1 Shut down equipment according to workplace procedures 3.2 Clean and store equipment according to workplace procedures 3.3 Sort, collect, treat and dispose of waste generated by the work activities according to workplace procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Oral Communication	• Converse clearly with workplace personnel to ensure safety of self and others when operating vineyard equipment
Navigate the world of work	• Apply workplace procedures to own role and responsibilities
Get the work done	• Respond to routine problems by referring to workplace procedures

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT2011 Operate vineyard equipment	FDFWGG2018A Operate vineyard equipment	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2011 Operate vineyard equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively operated at least three different types of vineyard equipment and for each type has demonstrated the following:

- identifying health and safety hazards and controls in the workplace
- using personal protective equipment (PPE)
- selecting and confirming availability of equipment, and preparing according to workplace procedures
- setting up, starting up, operating and shutting down equipment according to workplace procedures
- adjusting equipment operation to meet workplace conditions including yard, weather and terrain
- identifying and addressing non-conformances
- sorting, collecting, treating and disposing of waste according to environmental and workplace procedures
- maintaining records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls in all operating conditions
- selecting, fitting and using appropriate PPE
- basic equipment used and operated in a vineyard environment
- purpose, features, components and operational safety requirements of equipment:
  - all-terrain vehicles
  - tractor-mounted forklift
  - front-end loader

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  - towed equipment (e.g. gondola)
  - three-point linkage equipment (e.g. discs)
  - power take-off driven equipment (e.g. slasher)
  - equipment with hydraulics (e.g. tipping trailer)
- confirming equipment status and condition, including:
  - fuel
  - water
  - oil (e.g. engine, gearbox and hydraulics)
  - belts
  - air intake
  - tyre pressure
  - metal fatigue or wear and tear
- following equipment shut down procedures
- identify and address non-conformances
- required weather conditions for equipment operation
- types of workplace terrain
- significance and methods of monitoring equipment performance
- procedures and responsibility for reporting problems and maintaining workplace records
- environmental issues and controls
- identifying, rectifying and reporting environmental non-compliance
- cleaning and storing according to workplace procedures
- collecting, treating and recycling or disposing of waste
- routine maintenance procedures for equipment
- recording requirements and procedures
- legislation and quarantine codes of practice related to vineyard operations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a vineyard workplace or simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - appropriate PPE
  - vineyard equipment and associated attachments
  - cleaning materials and equipment
- specifications:
  - work procedures, including advice on company practices, safe work practices and environmental requirements
  - legislative and local quarantine regulations and codes of practice
  - system for recording requirements and procedures

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- work instructions and schedules.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT2012 Identify and treat nursery plant disorders

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0

Application

This unit of competency describes the skills and knowledge required to recognise common nursery plant disorders, monitor and record the severity of the disorder, and apply a range of treatments.

The unit applies to individuals who are required to follow workplace procedures in completing tasks to identify and treat nursery plant disorders.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and prepare to treat plant disorders	1.1 Confirm job requirements 1.2 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.3 Select, fit and use appropriate personal protective equipment according to workplace procedures 1.4 Collect and check equipment for serviceability according to workplace procedures 1.5 Identify, record and report details of disorder according to workplace procedures 1.6 Select treatment method according to workplace procedures 1.7 Ensure materials are ready to meet job requirements
2. Treat disorders	2.1 Undertake work in accordance with relevant safety data sheets and workplace environmental guidelines 2.2 Prepare treatments according to workplace procedures 2.3 Prepare equipment according to workplace procedures 2.4 Apply treatments according to workplace procedures 2.5 Identify and address non-conformances
3. Carry out post-treatment operations	3.1 Collect and dispose of waste according to workplace procedures and environmental regulations 3.2 Shut down, clean and store equipment according to workplace procedures 3.3 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**

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Skill	Description
Reading	• Comprehend information from a variety of workplace documents accurately
Oral Communication	• Converse clearly using industry-specific language
Numeracy	• Calculate numerical information relating to estimating, measuring and mixing materials for vine treatment
Navigate the world of work	• Apply workplace procedures to own role and responsibilities • Follow clear instructions within defined level of responsibility
Get the work done	• Respond to routine problems using step-by-step instructions and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT2012 Identify and treat nursery plant disorders	FDFWGG2012A Identify and treat nursery plant disorders	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2012 Identify and treat nursery plant disorders

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has identified and treated at least two different plant disorders including:

- complying with health and safety and environmental policies and procedures
- selected and fitted personal protective equipment (PPE)
- reading and interpreting safety data sheets (SDS)
- following other specified health and safety procedures, including safe handling of chemicals
- identifying common plant disorders and implementing corrective actions
- selecting, mixing and applying treatments according to instructions
- taking corrective action in response to non-conformances
- conducting work according to environmental and health and safety requirements
- disposing of waste according to environmental policies and workplace procedures
- recording treatments according to workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls in the workplace
- purpose and application of PPE
- safe preparation and handling of chemicals
- correct workplace procedures for equipment used to treat disorders:
  - safe and effective handling of equipment
  - preparing equipment
  - calibrating equipment
  - cleaning equipment

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    - applying particular settings
- health and safety in the workplace and environmental regulations affecting the use of chemicals for treating disorders:
    - environmental issues and controls
    - using appropriate cleaning techniques
    - identifying, rectifying and reporting environmental non-compliance
- characteristics of common vine disorders:
    - common plant disorders occurring in vine nurseries
    - life cycles of common vine disorders
- different types of control measures and their uses, including integrated pest management
- implementing appropriate control measures
- procedures for preparing treatments:
    - setting up application equipment
    - measuring treatment rates
    - mixing treatments to ensure homogenous mix
    - interpreting treatment label information
    - interpreting SDS information
- procedures and responsibilities for reporting problems and anomalies
- reporting and recording requirements and procedures
- principles of nursery hygiene
- cleaning requirements and procedures for work area and equipment
- waste disposal requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a plant nursery workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - PPE used for treating vine disorders
    - equipment, services and corresponding information
    - products and materials to be treated
    - equipment cleaning procedures and materials
    - documentation and recording requirements and procedures
- specifications:
    - work procedures, including advice on company practices, safe work practices, quality and environmental requirements
    - legislative and local quarantine regulations and codes of practice
    - work instructions and schedules.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT2013 Recognise disorders and identify pests and diseases

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to recognise the symptoms and identify the cause of pests, diseases and plant disorders.

The unit applies to individuals who carry out workplace procedures in completing tasks associated with pest and disease control.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor vine health	1.1 Confirm job requirements 1.2 Identify health and safety hazards and controls according to workplace procedures 1.3 Select, fit and use personal protective equipment according to job requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Monitor vineyard for pests, diseases and vine disorders according to workplace procedures 1.5 Recognise vine disorder symptoms and identify causes including pests and diseases according to workplace procedures
2. Assess and report symptoms of vine pests, diseases and disorders	2.1 Assess severity and determine extent of pests, diseases or vine disorders according to workplace procedures and industry specifications 2.2 Identify vineyard location where pests, diseases or vine disorders are present 2.3 Record and report details of pests, diseases or vine disorders according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Writing	• Produce workplace documents using industry-based vocabulary, grammar and conventions
Numeracy	• Calculate numerical information relating to estimating degree of infestation and disorders
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Get the work done	• Respond to routine problems by referring to workplace procedures • Plan and organise tasks to achieve job requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FBPVIT2013 Recognise disorders and identify pests and diseases	FDFWGG2017A Recognise disorders and identify pests and diseases	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Elements and Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2013 Recognise disorders and identify pests and diseases

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has identified, assessed and reported symptoms of vine pests, diseases and disorders for at least two different vines including:

- selecting, fitting and using personal protective equipment (PPE)
- recognising symptoms of vine pests, diseases and disorders
- determining the cause of symptoms
- assessing the location and extent of spread
- determining the severity of pests, diseases and vine disorders
- recording and reporting findings according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles of workplace's integrated pest management program and importance of identifying vine disorders, pests and diseases
- responsibilities for health and safety in the workplace including:
  - health and safety hazards associated with treatment of disorders, pests and diseases
  - methods for controlling risks associated with health and safety hazards
- responsibilities for identifying and controlling environmental issues
- PPE
- vine physiology, as it applies to:
  - water intake
  - nutrient uptake
  - photosynthesis
  - transpiration, respiration and translocation

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- parts of the root, trunk, shoot and fruit systems of the grapevine and their role in how the vine works:
  - buds, nodes and tendrils
  - cambium, epidermis, phloem and xylem
  - leaf blade, bract and petiole
  - bunch, berries and flowers
- annual growth stages of grapevines:
  - budburst
  - flowering
  - veraison
  - maturity
- vine types, characteristics and uses including:
  - family, genus and species names and categories
  - Vitis vinifera and commercial varieties
  - native species and hybrids (e.g. V. labrusca)
  - root stocks and scion stock
- key grape varieties and distinguishing features, including berry and bunch characteristics:
  - frost and disease resistance
  - flavour and style
- signs and symptoms of common vine disorders, pests and diseases including:
  - light brown apple moth
  - powdery mildew
  - downy mildew
  - botrytis
  - mites
  - fruit fly
- reporting responsibilities and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a vineyard workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - equipment and materials for monitoring and controlling pests, diseases and disorders
  - system for recording and reporting information
- specifications:
  - workplace procedures for reporting pests, diseases and disorders
  - legislative and local quarantine regulations and codes of practice.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT2014 Perform pest control activities

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to carry out pest control activities for weeds, vertebrate and invertebrate pests in wine operations.

The unit applies to individuals who work under general supervision, with limited autonomy and accountability for their own work.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

Use of chemical treatments may be controlled in some regions and advice should be sought from regulators in the relevant state or territory. Individuals performing shooting activities will require a gun licence under state and territory legislation.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for pest control activities	1.1 Confirm work instructions, relevant regulations and identify potential health and safety hazards and controls according to workplace procedures 1.2 Select and fit personal protective equipment according to job requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Check and calibrate equipment according to job requirements
2. Identify pests and treatments	2.1 Identify weeds, vertebrates and invertebrates pests found in the wine operations environment 2.2 Record and report details of pests according to workplace procedures 2.3 Select treatment method according to workplace procedures 2.4 Ensure materials are ready to meet job requirements
3. Carry out pest control activities	3.1 Undertake work in accordance with relevant safety data sheets and workplace environmental guidelines 3.2 Prepare control treatments safely according to workplace procedures 3.3 Prepare equipment according to workplace procedures 3.4 Apply control treatments according to workplace procedures 3.5 Monitor treatment and equipment to ensure operation is within specification 3.6 Identify and address non-conformances according to workplace procedures
4. Complete pest control activities	4.1 Shut down, clean and store equipment according to workplace procedures 4.2 Collect and store unused treatment material according to workplace procedures 4.3 Collect and dispose of waste according to workplace environmental procedures and regulations 4.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret information from a variety of workplace documents
Writing	• Document pest control activities in required format
Numeracy	• Calculate numerical information relating to estimating, measuring and mixing materials
Navigate the world of work	• Follow clear instructions within defined level of responsibility • Apply workplace procedures
Get the work done	• Respond to routine problems by referring to workplace procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT2014 Perform pest control activities	FDFWGG2019A Perform vertebrate pest control activities	Updated to meet Standards for Training Packages Code changed to reflect industry sector Title changed as unit covers broad range of pests Minor changes to Performance Criteria for clarity	No equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2014 Perform pest control activities

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has identified pests and treatments in a wine operations environment and performed at least two types of pest control including:

- complying with health and safety and environmental procedures, including:
  - using personal protective equipment (PPE)
  - reading and interpreting safety data sheets (SDS)
  - safe handling of chemicals
- identifying common weeds, vertebrate and invertebrate pests
- selecting and implementing control activities
- selecting, preparing and applying treatments according to workplace procedures
- recording treatments according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls in the workplace:
  - purpose and application of PPE
  - safe and effective handling of equipment
  - safe preparation and handling of chemicals
- operating procedures for pest control equipment:
  - preparing, calibrating and cleaning equipment
- environmental regulations and workplace procedures for using chemicals for pest control:
  - environmental issues and controls
  - cleaning techniques
  - identifying and reporting environmental non-conformance

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- characteristics of common pests found in wine operations environments:
  - weeds
  - vertebrate
  - invertebrate
  - common environments
  - location by regions
  - life cycle of pests
- common control treatments:
  - weeding
  - ripping
  - gassing
  - baiting
  - poisoning
  - shooting
  - bird-scaring activities
  - traps
  - guards
  - fencing
- procedures for preparing treatments:
  - setting up application equipment
  - interpreting treatment label information
  - interpreting SDS information
  - measuring and mixing treatments
- equipment used for pest control:
  - weed treatment applicators
  - rippers
  - fencing gear
  - scaring devices
  - baits
  - guns
  - traps
- procedures for reporting non-conformances
- legislation, regulations and codes of practice related to wine operations pest control methods.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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    - a vineyard workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - PPE required for pest control activities
    - equipment, services and corresponding information
    - weeds, vertebrate and invertebrate pests to be treated
    - equipment cleaning and storage procedures and materials
    - system for recording information
- specifications:
    - work procedures, including advice on company practices, safe work practices, regulations and environmental requirements
    - legislative and local pest control regulations and codes of practice.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT2015 Carry out basic canopy maintenance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to carry out basic wine grapevine canopy maintenance using manual and motorised equipment.

The unit applies to individuals who follow workplace procedures in completing tasks associated with the maintenance of grapevine canopies.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to carry out basic canopy maintenance activities	1.1 Confirm job requirements 1.2 Identify potential health and safety hazards and controls according to workplace procedures 1.3 Select, fit and use personal protective equipment according to job

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.4 Confirm equipment is ready for use according to workplace procedures.
2. Position the vine canopy	2.1 Operate equipment according to workplace procedures 2.2 Remove unwanted growth according to workplace procedures 2.3 Position vine shoots according to workplace procedures
3. Control exposure of crop to sunlight	3.1 Apply sunlight control measures according to workplace procedures 3.2 Identify and report non-conformances according to workplace procedures
4. Complete canopy maintenance activities	4.1 Shut down equipment according to workplace procedures 4.2 Clean and store equipment according to workplace procedures 4.3 Dispose of vine cuttings according to environmental and workplace procedures 4.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Writing	• Produce workplace documents using industry-based vocabulary, grammar and conventions
Oral Communication	• Converse clearly to confirm job requirements and seek assistance where required
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Get the work done	• Respond to routine problems using step-by-step instructions and procedures

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Skill	Description
	• Plan and organise tasks to achieve job requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT2015 Carry out basic canopy maintenance	FDFWGG2023A Carry out basic canopy maintenance	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2015 Carry out basic canopy maintenance

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has demonstrated basic wine grapevine canopy maintenance at least twice using both manual and motorised equipment including:

- identifying and following health and safety procedures in the workplace
- selecting, fitting and using personal protective equipment
- selecting and confirming availability of equipment and preparing according to job requirements
- identifying and following instructions for canopy maintenance
- positioning vine shoots correctly, including removing unwanted growth
- using manual and motorised equipment according to workplace procedures
- controlling exposure of canopy to sunlight according to workplace procedures
- reporting problems and anomalies with vines or equipment
- shutting down and storing equipment according to workplace procedures
- disposing of waste according to workplace procedures
- completing workplace records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety and environmental hazards and controls in the workplace
- selecting, fitting and using personal protective equipment
- canopy maintenance requirements according to workplace procedures, including:
  - vineyard non-conformances
  - purpose of canopy management activities
  - positioning the vine canopy, including identifying and removing unwanted growth, positioning spurs, and making cuts

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  - manipulating the vines
  - controlling exposure of crop to light
- basic components and structure of vines, including:
  - vine trunk and permanent framework
  - canes and cordons
  - tendrils and buds
  - fruit
- operating equipment according to workplace procedures
- identifying equipment non-conformance including oiling moving parts and sharpening blades
- routine and emergency equipment shut down according to workplace procedures
- cleaning and storage requirements
- procedures for maintaining workplace records.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a vineyard or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - pruning equipment, services and corresponding information
  - vines and materials
  - cleaning procedures, materials and equipment
  - system for reporting and recording information
- specifications:
  - workplace procedures, including advice on company practices, safe work practices, quality and environmental requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT2016 Carry out hot water treatment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to treat grape vine cuttings with hot water to meet industry standards.

The unit applies to individuals who are required to follow workplace procedures to use hot water treatment for cuttings in a vineyard.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for hot water treatment	1.1 Confirm job requirements 1.2 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.3 Select, fit and use appropriate personal protective equipment relevant to the job requirements 1.4 Ensure cuttings are available and ready for use 1.5 Clean and set up the hot water treatment (HWT) tank and cool down tank to remove foreign matter and contaminants according to industry standard 1.6 Prepare water for hot water treatment, hydration and cool down according to specifications 1.7 Check, maintain and calibrate equipment to meet production specifications
2. Treat cuttings	2.1 Load cuttings into treatment basket and lower into HWT according to workplace procedures 2.2 Monitor temperature and control parameters according to workplace procedures 2.3 Lower cuttings into the cool down tank according to workplace procedures 2.4 Identify and address non-conformances
3. Carry out post-treatment procedures	3.1 Unload treatment basket according to workplace procedures 3.2 Store and label treated cuttings according to workplace procedures 3.3 Check chlorine levels and sanitation requirements for water quality according to workplace procedures 3.4 Collect and dispose of waste according to workplace environmental and waste management procedures 3.5 Record treatment information and complete logs or batch information according to workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Writing	• Record hot water treatment information in required format
Numeracy	• Monitor temperature gauges and interpret numerical information relevant to the hot water treatment process
Navigate the world of work	• Apply workplace procedures to own role and responsibilities
Get the work done	• Respond to routine problems by referring to workplace procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT2016 Carry out hot water treatment	FDFWGG2020A Carry out hot water treatment	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2016 Carry out hot water treatment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared hot water treatments, treated cuttings and carried out the post-treatment procedures on at least two separate occasions and demonstrated the following:

- identifying health and safety hazards and controls in the workplace
- selecting, fitting and using personal protective equipment according to job requirements
- applying current viticulture industry standards to heat treatment of cuttings
- handling and treating cuttings according to workplace procedures
- monitoring treatment processes and responding according to workplace procedures
- disposing of waste according to instructions and workplace procedures
- maintaining records according to industry and workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and process of hot water treatment
- how to set up equipment for hot water treatment according to workplace procedures
- how to prepare cuttings for treatment or re-hydration
- how to prepare water for cool down, hot water treatment and hydration:
  - testing and adjusting chlorination levels
  - checking and adjusting temperature levels
- current industry standards, legislation and workplace specifications for hot water treatments
- reasons for using different specifications for hot water treatments
- how to monitor the dipping process to ensure compliance according to workplace procedures including:

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    - monitoring critical control points for compliance with specifications
    - analysing readouts from data logging devices
    - maintaining level of agitation in the tanks
    - maintaining chlorine level
    - recalibrating thermometers
- procedures for storing treated cuttings:
    - separating from untreated cuttings to prevent contamination
    - covering with clean covers
    - placing cuttings in vented plastic bags to prevent dehydration
    - placing cuttings in the cold room
- workplace health and safety hazards and controls when undertaking hot water treatments
- principles of nursery hygiene
- cleaning requirements and procedures for work area and equipment
- environmental issues and controls:
    - identifying, rectifying and reporting environmental non-compliance
    - waste disposal requirements and procedures
- reporting and recording workplace procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a plant nursery workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment used for heat treatment of vines
    - equipment, services and corresponding information
    - products and materials to be treated
    - equipment cleaning procedures and materials
    - system for recording requirements and procedures
- specifications:
    - work procedures, including advice on company practices, safe work practices and environmental requirements
    - legislative and local quarantine regulations and codes of practice and industry standards for heat treatment of grape vines
    - work instructions and schedules.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT2018 Support mechanical harvesting operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to collect grapes from a mechanical harvester and deliver them to the receival point.

The unit applies to individuals who are required to follow workplace procedures in supporting operations for mechanical harvesting.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Prerequisite unit of competency for this unit is:

- AHCMOM202 Operate tractors

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for harvest support activities	1.1 Confirm job requirements 1.2 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Select and fit personal protective equipment relevant to the job rrequirements 1.4 Check, maintain and set equipment to meet workplace procedures
2. Collect grapes from harvester	2.1 Operate machinery and equipment safely with trailer or gondola attached alongside mechanical harvester 2.2 Monitor collection activities to confirm performance is maintained according to workplace procedures 2.3 Recognise and address non-conformances according to workplace procedures 2.4 Maintain equipment in good working order according to workplace procedures
3. Transfer grapes to despatch location	3.1 Add treatments to grapes according to workplace procedures 3.2 Comply with relevant legislation and quarantine codes of practice 3.3 Deliver grapes to receival point to meet workplace procedures
4. Complete harvest support activities	4.1 Shut down equipment safely and according to operator instructions 4.2 Clean equipment according to workplace procedures 4.3 Collect, sort and dispose of waste generated by the process or cleaning procedures according to workplace practices 4.4 Record workplace information accurately in the appropriate format

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Oral Communication	• Converse clearly with workplace personnel to ensure safety of self and others when supporting harvesting operations
Navigate the world of work	• Apply workplace procedures to own roles and responsibilities

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Skill	Description
Get the work done	• Respond to routine problems by referring to workplace procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT2018 Support mechanical harvesting operations	FDFWGG2015A Support mechanical harvesting operations	Updated to meet Standards for Training Packages Code changed to reflect industry sector Changes to Performance Criteria for clarity One prerequisite unit removed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT2018 Support mechanical harvesting operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has demonstrated the following on at least two separate occasions when supporting mechanical harvesting operations including:

- accessing workplace information to identify job requirements
- identifying health and safety hazards and controls in the workplace
- selecting, fitting and using personal protective equipment (PPE)
- checking and confirming readiness of equipment before operation
- starting and operating equipment according to instructions
- monitoring harvesting operation to achieve job requirements
- identify and address non-conformances
- treating and delivering grapes according to task requirements
- shutting down equipment according to workplace procedures
- cleaning and storing equipment according to workplace procedures
- sorting, collecting, treating and disposing of waste according to environmental and workplace procedures
- maintaining appropriate records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key factors that will affect grape and wine quality, including:
  - temperature
  - oxidation
  - material other than grapes collected
  - speed of processing
  - treatment requirement

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- health and safety hazards and controls in the workplace
- how to select, fit and use appropriate PPE
- procedures for identifying and addressing environmental issues
- procedures for carrying out pre-operational checks of equipment
- procedures for selecting, attaching, setting up and operating harvesters and tractor trailers used in the workplace
- procedures for collecting grapes to avoid damage to grapes, equipment, vines, trellises or fences
- procedures for shutting down, cleaning and maintaining equipment
- common problems during grape collection activities and methods for avoiding addressing and reporting them, including:
  - equipment breakages or malfunction
  - vine or trellis damage
  - grape quality and quantity
  - matter other than grapes collected
  - load weight
  - treatment application to fruit loads
  - collection accuracy of grapes
  - tipping accuracy of grapes at receival point
  - congestion or backlog at receival point
- recording requirements and procedures
- legislation and quarantine codes of practice related to vineyard products.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a vineyard workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - appropriate PPE
  - equipment with attached gondola or trailer
  - products and materials to be collected and delivered
  - cleaning procedures, materials and equipment
  - system for recording requirements and procedures
- specifications:
  - work procedures, including advice on company practices, safe work practices and environmental requirements
  - legislative and local quarantine regulations and codes of practice.

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Links

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FBPVIT3001 Coordinate vineyard operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to coordinate vineyard operations in a range of day-to-day activities in areas such as harvesting, nursery, pruning or canopy management.

The unit applies to individuals who coordinate operations within a vineyard. They work under broad direction and exercise autonomy and judgement where required.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to coordinate vineyard activities	1.1 Interpret and confirm job requirements 1.2 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Select and fit personal protective equipment according to the job requirements 1.4 Identify and clarify activity goals and job requirements with supervisor 1.5 Ensure appropriate personnel required are available 1.6 Ensure materials and equipment are available and ready
2. Coordinate vineyard activities	2.1 Confirm work targets, timelines and processes to achieve activity goals and job requirements 2.2 Allocate individual work tasks and roles to ensure activity goals and job requirements are met 2.3 Instruct workers and contractors according to workplace procedures 2.4 Monitor activities to ensure quality, timelines and job requirements are maintained according to workplace procedures 2.5 Identify and address barriers to achieving targets and job requirements
3. Complete coordination of vineyard activities	3.1 Monitor activities to ensure compliance with relevant workplace procedures on completion, shutdown and waste disposal 3.2 Debrief personnel according to workplace procedures 3.3 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Writing	• Record workplace information in required format
Oral Communication	• Converse clearly with workplace personnel to confirm job requirements, monitor activities and provide feedback on performance of daily tasks

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Skill	Description
Numeracy	• Timetable and schedule vineyard work tasks according to required timeframes
Navigate the world of work	• Apply workplace procedures and legislative requirements relevant to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Identify and solve problems by referring to workplace procedures • Plan and organise tasks to achieve job requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT3001 Coordinate vineyard operations	FDFWGG3002A Coordinate canopy management activities	Redesigned unit that includes content from the previous unit	No equivalent unit
FBPVIT3001 Coordinate vineyard operations	FDFWGG3003A Coordinate crop harvesting activities	Redesigned unit that includes content from the previous unit	No equivalent unit
FBPVIT3001 Coordinate vineyard operations	FDFWGG3004A Coordinate nursery activities	Redesigned unit that includes content from the previous unit	No equivalent unit
FBPVIT3001 Coordinate vineyard operations	FDFWGG3006A Coordinate hand pruning activities	Redesigned unit that includes content from the previous unit	No equivalent unit

Links

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Assessment Requirements for FBPVIT3001 Coordinate vineyard operations

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively coordinated operations in a vineyard involving day-to-day activities in areas of harvesting, nursery, pruning or canopy management at least once, including:

- complying with health and safety requirements in the workplace
- selecting and fitting personal protective equipment (PPE)
- determining activities required of the vineyard processes and individuals in order to meet job targets
- allocating activities and monitoring their implementation
- providing team leadership and instruction for vineyard personnel
- identifying and addressing non-conformances
- completing workplace records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace planning processes:
  - planning and scheduling vineyard activities
- personnel requirements:
  - equipment and materials required
  - location
  - transport
  - timing
  - environmental conditions
  - other vineyard activities

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- quality and quantity requirements
- vineyard health and safety hazards and controls in the workplace
- vineyard environmental issues and controls
- team leadership communication principles and strategies
- procedures for monitoring and reporting on individual and team performance
- vineyard activities to be monitored:
  - compliance with workplace, environmental and quality procedures
  - individual and team performance
  - achievement of targets, timelines and performance requirements
  - team members' learning needs
  - instructing individuals and groups
  - providing feedback to individuals and groups
  - resolving conflicts
- how to recognise, correct and report non-conformances
- how to maintain workplace records.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a vineyard workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE
  - vineyard equipment, services and corresponding information
  - products and materials required for vineyard work
  - system for recording requirements and procedures
- specifications:
  - work procedures, including advice on company practices, safe work practices, people management, quality and environmental requirements
  - work instructions and schedules
- relationships (internal and/or external):
  - small work groups or teams to coordinate.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPVIT3003 Operate spreading and seeding equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to attach, set up and detach spreading and seeding equipment that requires calibration.

The unit applies to individuals who complete spreading and seeding activities such as planting cover crops and ensuring deep incorporation of ameliorants and fertilisers.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for operation	1.1 Interpret and confirm job requirements 1.2 Confirm environmental guidelines and identify potential health and safety hazards and controls according to workplace procedures 1.3 Select and fit personal protective equipment according to job

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.4 Prepare and ensure seeding or spreading materials are available to meet job requirements 1.5 Select, maintain, set and calibrate equipment to meet workplace procedures
2. Operate equipment	2.1 Start up and operate equipment safely according to workplace procedures 2.2 Apply materials according to job requirements 2.3 Monitor equipment performance 2.4 Recognise and address non-conformances with equipment operation in accordance with workplace procedures
3. Complete operation	3.1 Shut down equipment according to workplace procedures 3.2 Clean and store equipment according to workplace procedures 3.3 Collect, treat, and dispose of waste generated by the process according to workplace procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Oral Communication	• Converse clearly to confirm job requirements
Writing	• Record workplace information using industry-based vocabulary, grammar and conventions
Navigate the world of work	• Apply workplace procedures and legislative responsibilities relevant to own role
Get the work done	• Plan and organise tasks required to achieve job requirements • Identify and solve problems by referring to workplace procedures

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT3003 Operate spreading and seeding equipment	FDFWGG3013A Operate spreading and seeding equipment	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Elements and Performance Criteria for clarity Prerequisites removed	Equivalent unit

Links

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Assessment Requirements for FBPVIT3003 Operate spreading and seeding equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively set up, operated and shut down seed spreading equipment at least once and demonstrated the following, including:

- recognising health and safety hazards and applying controls in the workplace
- selecting and using personal protective equipment (PPE)
- ensuring availability of specified materials and preparing according to workplace requirements
- selecting, attaching, setting up and calibrating equipment to meet job requirements
- starting, operating and shutting down equipment in accordance with workplace procedures
- monitoring spreading or seeding operations to achieve specified result
- shutting down the equipment according to workplace procedures
- taking corrective action in response to non-conformance results
- disposing of waste materials according to workplace and environmental policies
- recording information accurately.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the purpose and application of spreading and seeding operations within the vineyard growing system, including:
  - soil ameliorants
  - inter-row cropping species and varieties
  - inter-row cropping practices and techniques
  - inorganic and organic fertilising materials
  - process specifications, procedures and operating parameters
- application parameters for seed or spreading materials:

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    - correct variety or type of seed and fertiliser
    - correct soil ameliorant and treatment
    - application rate
    - volume
    - application depth
    - density
    - coverage
    - required weather conditions for activity
- soil characteristics as they apply to spreading and seeding operations
- purpose and operation of seeding and spreading equipment and instrumentation components:
    - common causes of non-conformance and corrective action required
    - significance and methods of monitoring equipment performance
    - storage procedures for equipment and materials
    - routine maintenance procedures for equipment
    - start up and shutdown sequence
- equipment status and condition:
    - belts and chains
    - lubricants
    - hydraulics
    - air intake
    - tyre pressure and wear
    - wear and tear
- how to select, attach, set up and calibrate equipment to meet job requirements
- how to select, prepare and load materials according to job requirements
- how to start up, operate and monitor equipment
- how to conduct routine maintenance of equipment according to workplace procedures
- local environment and operating conditions
- health and safety hazards and controls in the workplace
- PPE
- procedures and responsibility for reporting non-conformances
- procedures for collecting, sorting, treating, disposing of and recycling waste to meet environmental compliance
- equipment cleaning requirements and procedures
- storage requirements associated with temporary or seasonal breaks in activity
- procedures for maintaining workplace records.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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    - an agricultural or horticultural workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - PPE
    - spreading and seeding equipment, services and corresponding information
    - spreading and seeding products and materials
    - cleaning procedures, materials and equipment
    - documentation and recording requirements and procedures
- specifications:
    - work procedures, including advice on company practices, safe work practices, equipment calibration and environmental requirements
    - work instructions and schedules.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT3004 Monitor and maintain nursery plants

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to monitor and maintain containerised nursery plants.

The unit applies to individuals who carry out workplace procedures in completing tasks associated with maintaining nursery plants.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Prerequisite unit of competency for this unit is:

- FBPVIT2012 Identify and treat nursery plants and disorders

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor environmental parameters	1.1 Confirm job requirements 1.2 Identify potential health and safety hazards and controls according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Select and fit personal protective equipment according to the job requirements 1.4 Monitor environmental parameters against the production plan 1.5 Alter environmental parameters to meet the needs of the plants 1.6 Maintain nursery hygiene to comply with industry and workplace procedures
2. Determine daily water requirements	2.1 Identify plant water requirements to maintain required health and growth according to workplace procedures 2.2 Irrigate plants according to workplace procedures 2.3 Monitor water requirements according to workplace procedures 2.4 Maintain nursery irrigation system to meet plant production plan
3. Implement treatments to promote plant growth	3.1 Test potting media according to workplace procedures 3.2 Monitor overall health of plants according to workplace procedures 3.3 Implement plant treatments according to production plans 3.4 Identify and address non-conformances according to workplace procedures
4. Monitor the dispatch of stock	4.1 Confirm availability of stock and timing of dispatch with customers according to workplace procedures 4.2 Prepare plants for dispatch in line with customer requirements 4.3 Check stock to ensure it meets quality specifications 4.4 Check orders against stock being dispatched to ensure compliance 4.5 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Numeracy	• Calculate numerical information relating to measuring quantities, adjusting equipment controls and stock operations
Navigate the world of work	• Apply workplace procedures and legislative responsibilities relevant to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Respond to routine problems by referring to workplace procedures • Plan and organise tasks to achieve job requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT3004 Monitor and maintain nursery plants	FDFWGG3009A Monitor and maintain nursery plants	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Performance Criteria for clarity One prerequisite unit removed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT3004 Monitor and maintain nursery plants

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively monitored and maintained three different containerised nursery plants and demonstrated the following:

- identifying and following health and safety in the workplace procedures
- selecting and using personal protective equipment (PPE)
- identifying environmental factors and their effect on plant growth and health
- monitoring and controlling irrigation and treatments to meet production outcomes
- identifying and addressing non-conformances
- confirming available stock levels to meet customer requirements
- preparing stock for dispatch
- dispatching nursery plant stock to meet customer requirements
- completing documentation to workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic vine physiology, as it applies to:
  - transpiration
  - water intake
  - nutrient uptake
  - photosynthesis
  - respiration
  - translocation
- parts of the root, trunk, shoot and fruit systems of the grapevine, their role in how the vine works and their contribution to fruit quality:

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    - buds, nodes and tendrils
    - cambium, epidermis, phloem and xylem
    - leaf blade, bract and petiole
    - bunch, berries and flowers
- key grape varieties and their distinguishing features:
    - berry and bunch characteristics
    - frost and disease resistance
    - flavour and style
- annual grapevine growth stages:
    - budburst
    - flowering
    - on set of ripening
    - maturity
- irrigation systems and methods including:
    - methods of calculating daily water needs
    - methods for monitoring water use
    - relationship between water needs of nursery plants and environmental parameters
- maintenance of irrigation systems:
    - fixing blockages
    - servicing irrigation system components
    - identifying and reporting faults in the irrigation system
    - fixing leaking heads and hoses
    - monitoring water requirements
    - using soil moisture devices
- checking plants for physical signs of water stress or waterlogging
- types of potting media, their characteristics and effect on plant growth
- tests to determine quality of potting media:
    - pH, drainage, aeration
    - salinity
    - nitrate levels
    - water repellence
- maintenance of work area to meet workplace hygiene standards:
    - removing weeds
    - removing dead or diseased plant materials
    - washing work area on transfer of plants
    - disinfecting tools, equipment and work areas
    - using foot baths on entry to different work areas
- procedures for applying treatments to vines:
    - fungicides
    - fertilisers

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    - insecticides
    - hormones
    - pruning
    - hardening off
    - preparing, mixing and using chemicals
    - quality parameters for nursery plants
    - treatments required by plants at different growth stages
- health and safety hazards and controls in the workplace:
    - selecting, fitting and using appropriate PPE
    - identifying potential and existing hazards in the work area and implementing safe work procedures to minimise hazards
- procedures for monitoring and preparing stock for dispatch:
    - packing, dispatching and handling techniques of nursery plants
    - labelling containers
    - checking orders against stock prepared
    - hydrating stock
- procedures and responsibility for reporting problems and anomalies
- procedures for liaising with customers
- procedures for maintaining workplace records.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a plant nursey or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - PPE
    - equipment, services and corresponding information
    - nursery stock
    - hygiene procedures, materials and equipment
    - system for recording requirements and procedures
- specifications:
    - work procedures, including advice on company practices, safe work practices, plant quality and environmental requirements
    - work instructions and schedules.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPVIT3005 Install and maintain vine trellis

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to install and maintain vine trellising.

The unit applies to individuals who are required to follow workplace procedures in completing tasks associated with installing and maintaining a vine trellis and take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for trellising activities	1.1 Confirm work instructions and identify potential health and safety hazards and controls according to workplace procedures 1.2 Select, fit and use personal protective equipment according to job

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Check existing trellises for signs of disrepair according to workplace procedures 1.4 Check, maintain and set equipment according to workplace procedures 1.5 Select materials for trellis installation or repair 1.6 Lay out posts and supports according to workplace procedures 1.7 Run out wire according to workplace procedures
2. Erect and maintain trellises	2.1 Operate trellis equipment according to workplace procedures 2.2 Erect trellis ends and posts and strain assemblies 2.3 Attach and tension foliage and trellis wires according to workplace procedures 2.4 Identify and address non-conformances 2.5 Carry out trellis maintenance and repair activities according to workplace procedures
3. Complete trellising activities	3.1 Shut down equipment according to workplace procedures 3.2 Clean and store equipment and materials according to workplace procedures 3.3 Collect and dispose of waste according to workplace and environmental procedures 3.4 Undertake work in accordance with workplace environmental guidelines 3.5 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents

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Skill	Description
Writing	• Complete workplace documents in required format
Oral Communication	• Communicate clearly to confirm vine trellis installation requirements
Numeracy	• Calculate numerical information relating to estimating and measuring materials
Navigate the world of work	• Apply workplace procedures and legislative responsibilities to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Problem solve issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT3005 Install and maintain vine trellis	FDFWGG2016A Install and maintain vine trellis	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity Code changed to reflect AQF level and industry sector	Equivalent unit

Links

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Assessment Requirements for FBPVIT3005 Install and maintain vine trellis

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively installed and maintained a vine trellis at least twice and demonstrated the following:

- identifying health and safety hazards and controls in the workplace
- using and fitting personal protective equipment (PPE)
- carrying out trellis repairs according to workplace procedures
- laying out posts and supports according to workplace procedures
- cutting, securing, positioning and tensioning wires according to workplace procedures
- storing unused materials according to workplace procedures
- collecting and disposing of waste according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features and components of the trellis system:
  - trellis installation process
  - maintenance requirements of vineyard trellising and how to repair them
  - addressing non-conformances in trellis installation
  - selecting appropriate materials, including type and quantity
- health and safety hazards and controls in the workplace:
  - safe handling of materials and equipment
  - purpose and application of PPE
- how to repair a trellis, including:
  - positioning and depth of posts and strainers
  - positioning and number of wires

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    - tightness and grade of wire
- practices to lay out posts and supports, including:
    - spacing
    - type
    - numbers
    - positioning
- practices to run out wire including:
    - positioning
    - cutting correct length
    - erecting trellis ends and assemblies
    - securing of ends
- methods of attaching foliage and trellis wires including:
    - spacing
    - alignment
    - height
    - tension
    - fixing method
    - joining systems
- operation of trellising equipment:
    - checking equipment
    - using hand tools
- environmental issues, controls and reporting requirements
- cleaning and storage requirements and procedures for equipment and materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a grape growing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - PPE
    - trellising equipment, services and corresponding information
    - trellising materials
    - cleaning and storing procedures, materials and equipment
    - documentation and recording requirements and procedures
- specifications:
    - work procedures, including advice on company practices, safe work practices and environmental requirements
    - work instructions and schedules.

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FBPVIT3006 Field graft vines

Modification History

Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to select appropriate vine material and graft vines in the field.

The unit applies to individuals are required to follow workplace procedures in completing tasks associated with a grape growing workplace and take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to field graft vines	1.1 Confirm work instructions and identify potential health and safety hazards and controls according to job requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Select, fit and use personal protective equipment 1.3 Check and set equipment to meet job requirements 1.4 Ensure materials are available to meet grafting requirements according to workplace procedures 1.5 Select and prepare vine material for grafting according to workplace procedures
2. Graft vines in the field	2.1 Graft vines in the field according to workplace procedures 2.2 Treat vine graft unions according to workplace procedures 2.3 Treat vines post grafting and pack according to workplace procedures 2.4 Monitor grafting process and equipment to ensure results are maintained according to workplace procedures 2.5 Identify and address non-conformances
3. Complete field grafting activities	3.1 Clean and store equipment according to workplace procedures 3.2 Dispose of or store unused grafting material according to workplace procedures 3.3 Collect, treat and dispose waste according to workplace environmental procedures 3.4 Complete documentation according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Writing	• Complete workplace documents in required format
Oral Communication	• Communicate clearly to confirm grafting requirements
Navigate the world of	• Apply workplace procedures and legislative responsibilities to

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Skill	Description
work	own role
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Plan, sequence and implement tasks according to set routines and procedures • Problem solve issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT3006 Field graft vines Release 2	FBPVIT3006 Field graft vines Release 1	Minor changes to Knowledge Evidence	Equivalent

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT3006 Field graft vines

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively grafted vines in the field on at least two separate occasions including:

- selecting and preparing vine material for grafting, including disbudding
- using and fitting personal protective equipment (PPE)
- carrying out grafting of vines in the field according to workplace procedures
- conducting post-grafting treatment and packing of vines
- monitoring grafted vines, identifying and reporting non-compliances
- disposing of waste according to environmental workplace procedures
- recording and reporting results of grafting according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of grafting
- various methods of budding and grafting
- criteria for successful grafting
- criteria for selecting parent vines for scion material:
  - variety and clone
  - matching cambium
  - matching bevels and sizes
  - viable buds
  - achievement of tight unions
- preparing vine material for grafting:
  - soaking buds
  - working appropriate incisions

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    - hot water treatment of cuttings
    - virus tests
    - compatibility tests
    - hydration of cuttings
    - cutting to size
- grafting vines in the field:
    - bud location to graft
    - cohesion of graft union
- vine treatments after grafting:
    - securing with tape
    - painting
- waxing
- storing unused grafting material
- correct procedure and optimum conditions for the storage and handling of vine material until required for grafting
- advantages of using clonal and registered vine improvement material
- importance of selection and use of rootstock
- stages of the grafting procedure and their purpose
- procedures for monitoring the process and equipment operation to identify out-of-specification results or non-compliance:
    - percentage take
    - weather conditions
    - pests and diseases
    - common problems and corrective action required
- purpose, components and operation of grafting equipment:
    - routine maintenance procedures for equipment
- methods of callusing vine cuttings and the criteria for best callus development
- procedures and responsibilities for reporting problems
- work health and safety (WHS) hazards and controls:
    - selecting, fitting and using appropriate personal protective clothing and equipment
- environmental issues and controls
- cleaning requirements for work area and equipment
- recording requirements and procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a grape growing workplace or an environment that accurately represents workplace conditions

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- resources, equipment and materials:
  - PPE
  - field grafting equipment and services
  - grape vines
  - cleaning procedures, materials and equipment
  - system for recording information
- specifications:
  - workplace procedures, including advice on company practices, safe work practices, and environmental requirements
  - work instructions and schedules.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPVIT3007 Operate specialised canopy management equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to attach, set up, operate and detach canopy management equipment.

The unit applies to vineyard workers who carry out the operation of specialised equipment used in grape growing and take responsibility for their own work using discretion and judgement in the selection and use of available resources.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Prerequisite unit of competency for this unit is:

- AHCMOM202 Operate tractors

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for canopy management activities	1.1 Interpret and confirm job requirements 1.2 Confirm environmental guidelines and identify potential health

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and safety hazards and controls according to workplace procedures 1.3 Select and fit personal protective equipment according to job requirements 1.4 Identify and plan canopy management requirements 1.5 Select and ensure canopy management equipment is available and suitable according to workplace procedures 1.6 Set, maintain and attach equipment to meet production requirements according to workplace procedures
2. Operate canopy management equipment	2.1 Start up equipment safely according to workplace procedures 2.2 Apply canopy management techniques according to vine vigour, capacity and local conditions 2.3 Monitor equipment performance to confirm canopy management is maintained within job requirements 2.4 Identify and address non-conformances
3. Shut down canopy management equipment	3.1 Shut down, detach and clean canopy management equipment according to workplace procedures 3.2 Clear, tidy and store materials and equipment from site on completion of canopy management activities according to workplace procedures 3.3 Collect and dispose of waste generated by canopy management activities according to environmental and workplace practices 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information from a variety of workplace documents
Writing	• Record workplace information using industry-based vocabulary, grammar and conventions

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Skill	Description
Oral Communication	• Converse clearly to confirm job requirements
Navigate the world of work	• Apply workplace procedures and legislative responsibilities relevant to own role
Get the work done	• Identify and solve problems by referring to workplace procedures • Plan and organise tasks to achieve job requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT3007 Operate specialised canopy management equipment	FDFWGG2009A Operate specialised canopy management equipment	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity Code changed to reflect industry sector and AQF level	No equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT3007 Operate specialised canopy management equipment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively set up, operated and shut down specialised canopy management equipment on at least one occasion including:

- recognising health and safety hazards in the workplace and applying controls
- selecting and using personal protective equipment (PPE)
- attaching and setting up equipment to meet job requirements
- starting, operating, and shutting down equipment safely and according to workplace procedures
- taking corrective action according to non-conformances
- disposing of waste according to workplace procedures
- recording information according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key factors affecting the canopy management technique, including:
  - climate, forecast and current weather conditions
  - vineyard aspect and terrain
  - grape variety and vigour
  - grape quality and characteristics required
  - trellis design
  - harvesting techniques
  - disease risk and occurrence
  - stage of maturity and development
- canopy management equipment, operating parameters and procedures

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- factors influencing vine vigour:
  - grape variety
  - trellis design
  - vine spacing
  - fertilisers
  - irrigation
  - rootstock
- features and benefits of a range of canopy management styles and techniques and their respective effect on grape quality, cropping yield and wine production requirements, including techniques to manage:
  - light penetration and shading
  - air circulation and disease reduction
  - annual growth stages of vine development
  - crop quality and quantity
- significance and method of monitoring canopy management activities
- purpose and basic components of canopy management equipment
- operational procedures for equipment:
  - attaching equipment to tractor
  - setting up equipment to meet requirements
  - confirming equipment status and condition
  - operating equipment to meet requirements
  - starting and shutting down equipment
  - recognising equipment performance problems and rectifying and reporting
  - cleaning and storing equipment
  - detaching equipment from tractor
  - using appropriate cleaning techniques
  - carrying out routine maintenance of equipment
- monitoring canopy management activities:
  - width of canopy
  - speed of tractor and power take-off rpm
  - density of foliage
  - air circulation
  - light penetration or shade
  - bud numbers, spur length
  - vine damage
  - rate of progress
- health and safety hazards and controls in the workplace
- selecting, fitting and using PPE
- environmental issues and controls
- basic vine canopy problems or anomalies

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- taking corrective action in response to non-conformances
- system for reporting problems
- cleaning and storage requirements and procedures for equipment
- maintaining workplace records.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a vineyard or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE
  - canopy management equipment, services and corresponding information
  - vines requiring canopy management
  - cleaning procedures, materials and equipment
  - documentation and recording requirements and procedures
- specifications:
  - work procedures, including advice on company practices, safe work practices, canopy management and environmental requirements
  - work instructions and schedules.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT3008 Operate a mechanical harvester

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up and operate a mechanical harvester to meet harvesting requirements.

The unit applies to individuals who are required to follow workplace procedures in completing tasks associated with the operation of a mechanical harvester.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for mechanical harvesting	1.1 Confirm job requirements 1.2 Identify potential health and safety hazards and environmental controls according to workplace procedures 1.3 Select, fit and use personal protective equipment according to job requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Ensure materials and equipment are ready for use according to workplace procedures 1.5 Set up and maintain equipment according to workplace procedures
2. Operate mechanical harvester	2.1 Start up and operate equipment according to workplace procedures 2.2 Monitor equipment performance 2.3 Adjust equipment operation according to workplace procedures 2.4 Identify and address non-conformances
3. Complete mechanical harvesting operations	3.1 Shut equipment down according to workplace procedures 3.2 Clean and store equipment according to workplace procedures 3.3 Collect, treat, dispose of waste according to environmental and workplace procedures 3.4 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information from a variety of workplace documents
Oral Communication	• Converse clearly to confirm job requirements
Writing	• Record workplace information using industry-based vocabulary, grammar and conventions
Navigate the world of work	• Apply workplace procedures and legislative responsibilities relevant to own role
Get the work done	• Plan and organise tasks to achieve job requirements • Identify and solve problems by referring to workplace procedures

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT3008 Operate a mechanical harvester	FDFWGG3008A Operate a mechanical harvester	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT3008 Operate a mechanical harvester

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has set up and safely operated a mechanical harvester to meet harvesting requirements on at least one occasion including:

- following health and safety in the workplace procdures
- selecting, fitting and using personal protective equipment (PPE)
- preparing, attaching and setting up equipment according to workplace procedures
- starting, operating and shutting down equipment according to workplace procedures
- adjusting operation to suit weather and terrain conditions
- identifying and addressing non-conformances
- managing the disposal of waste according to environmental workplace procedures
- recording information according to procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and environmental controls in the workplace
- PPE
- key grape varieties and their distinguishing features for harvesting:
  - berry and bunch characteristics
  - frost and disease resistance
  - flavour and style as it applies to harvest
  - factors that affect grape ripening
  - effect of fruit quality on wine
- purpose of mechanical harvester components and operation including:
  - crop level

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  - grape variety
  - vine age
  - row height, width and trellis design
  - slope, angle of row
  - visibility
- monitoring mechanical harvester operation:
  - vine damage
  - grape quality and maturity
  - harvesting effectiveness (amount of fruit left in fruiting zone)
  - matter other than grape (MOG) collected
- maintenance procedures for equipment
- procedures and responsibility for non-conformances
- cleaning and storage procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine agricultural or horticultural workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE
  - equipment, services and corresponding information
  - cleaning procedures, materials and equipment
  - a system for recording information
- specifications:
  - work procedures, including advice on equipment operations, company practices, safe work practices and environmental requirements
  - work instructions and schedules.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT3009 Monitor and control vine disorders and damage

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to recognise, identify and monitor a variety of vine disorders and damage, and recommend and implement preventive or corrective action.

The unit applies to individuals who work under broad direction and take responsibility for their own work to monitor and control vine disorders and damage.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor vine health	1.1 Identify and confirm job requirements 1.2 Identify potential health and safety hazards and controls according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Select, fit and use personal protective equipment according to workplace procedures 1.4 Monitor vineyard and recognise evidence of vine disorders, pests and diseases 1.5 Identify cause of symptoms of disorders, pests or diseases 1.6 Identify and recommend appropriate remedial actions with supervisor for approval
2. Implement control measures	2.1 Coordinate resources and brief personnel to deliver requirements according to workplace procedures 2.2 Implement approved control measures according to workplace procedures
3. Evaluate effectiveness of control activities	3.1 Monitor vineyard to evaluate the effectiveness of treatment 3.2 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Writing	• Record workplace information using industry-based vocabulary, grammar and conventions
Oral Communication	• Converse clearly using industry-specific language to confirm remedial treatment requirements
Numeracy	• Calculate numerical information relating to specifications, treatments and schedules
Navigate the world of work	• Apply workplace procedures and legislative responsibilities relevant to own role
Interact with others	• Use required communication mode to report operational information to relevant personnel

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Skill	Description
Get the work done	• Plan and organise tasks to achieve job requirements • Identify and respond to routine problems by referring to workplace procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT3009 Monitor and control vine disorders and damage	FDFWGG3012A Monitor and control vine disorders and damage	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT3009 Monitor and control vine disorders and damage

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has identified and treated vine disorders and damage on at least two separate occasions including:

- following health and safety in the workplace procedures
- selecting, fitting and using personal protective equipment (PPE)
- recognising symptoms of vine disorders and damage, and recommending appropriate treatments
- implementing treatments according to requirements
- evaluating effectiveness of treatments
- taking corrective action in response to non-conformances
- conducting work according to environmental and health and safety requirements
- completing workplace documentation.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- pests diseases and disorders that affect grape vines:
  - symptoms of vineyard pests, diseases, disorders and weeds, and their treatment
  - effect of pests, diseases, disorders and weeds on vine, fruit and wine quality
  - effect of prevention, control and eradication techniques on vine, fruit and wine quality
- basic vine physiology, as it applies to disorders:
  - water intake
  - nutrient uptake
  - photosynthesis
  - respiration, transpiration

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  - translocation
- parts of the root, trunk, shoot and fruit systems of the grapevine, their role in how the vine works and their contribution to fruit quality:
  - buds, nodes and tendrils
  - cambium, epidermis, phloem and xylem
  - leaf blade, bract and petiole
  - bunch, berries and flowers
- annual growth stages of grapevines:
  - budburst
  - flowering
  - on set of ripening
  - maturity
- vine types, their characteristics and uses:
  - family, genus and species
  - Vitis vinifera and commercial varieties
  - native species and hybrids (e.g. V. labrusca)
  - rootstocks and scion stock
- key grape varieties and their distinguishing features:
  - berry and bunch characteristics
  - frost and disease resistance
  - flavour and style
- industry processes for new variety development
- climatic implications and influence on the occurrence, development and treatment of vine disorders and damage
- resistance management strategies
- features and benefits of a variety of preventive, control and eradication techniques, including costs and interaction with environmental conditions
- environmental issues associated with preventive, control and eradication techniques, community issues and concerns
- monitoring techniques and procedures
- health and safety hazards and controls in the workplace
- evaluation techniques
- procedures and responsibility for non-conformances
- reporting and recording requirements
- procedures for rectifying and reporting environmental non-conformance
- procedures for maintaining workplace records
- procedures for instructing and supervising vineyard personnel and contractors.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - a vineyard or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE
  - equipment, services and corresponding information
  - grape vines in nursery or vineyard
  - hygiene procedures, materials and equipment
  - documentation and recording requirements and procedures
- specifications:
  - work procedures, including advice on company practices, safe work practices, quality and environmental requirements
  - work instructions and schedules.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPVIT3010 Implement a soil management program

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to monitor soil requirements and implement and evaluate a soil management program.

The unit applies to individuals who carry out workplace procedures in consultation with the manager in completing tasks associated with implementing a soil management program.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Viticulture (VIT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor vineyard soil management requirements	1.1 Interpret and confirm job requirements 1.2 Confirm environmental guidelines and identify potential workplace health and safety hazards and controls according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Select and fit personal protective equipment according to the job requirements 1.4 Monitor vineyard soil and interpret results according to workplace procedures 1.5 Sample and test soils to determine options for soil management 1.6 Identify and recommend appropriate soil management activities to supervisor for approval
2. Implement soil management program	2.1 Coordinate resources and brief personnel to undertake soil improvement 2.2 Implement approved soil management activities 2.3 Monitor soil management activities to maintain program within specification
3. Evaluate effectiveness of soil management program	3.1 Monitor vineyard soil to evaluate effectiveness of activities 3.2 Monitor surrounding areas to evaluate environmental impact of soil management activities 3.3 Recognise and address non-conformances according to workplace procedures 3.4 Document soil management information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information from a variety of workplace documents
Writing	• Produce workplace documents in required format
Numeracy	• Calculate numerical information relating to specifications, treatments and schedules
Navigate the world of	• Apply workplace procedures and legislative responsibilities relevant to own role

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Skill	Description
work	
Interact with others	• Use required communication mode to report operational information to relevant personnel
Get the work done	• Respond to routine problems by referring to workplace procedures • Plan and organise tasks to achieve job requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPVIT3010 Implement a soil management program	FDFWGG3010A Implement a soil management program	Updated to meet Standards for Training Packages Code changed to reflect industry sector Minor changes to Performance Criteria for clarity Prerequisites removed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPVIT3010 Implement a soil management program

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has monitored, implemented and evaluated a soil management program for a vineyard at least once and demonstrated the following including:

- accessing workplace information to identify vineyard soil requirements
- ensuring use of workplace health and safety procedures
- selecting and fitting personal protective equipment
- determining requirements for vineyard soil management and making recommendations for approval
- coordinating resources and activities to implement soil management program
- monitoring and identifying non-conformances with the effectiveness of soil management program
- completing workplace records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety hazards and controls including selecting, fitting and using appropriate personal protective equipment
- soil management techniques and their effect on soil, vine growth, cropping levels and wine quality:
  - ideal soil environment for vines plus specific requirements of grapes grown
  - visual signs of vine nutrient deficiencies
  - sampling techniques and procedures
  - routine testing techniques and procedures
  - interpretation of routine tests

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- procedures for monitoring the vineyard and interpreting the results to identify vineyard soil management requirements, including:
  - soil moisture content
  - water table level
  - weed population
  - nutrient levels in plant and soil
  - signs of vine nutrient deficiencies
  - climatic conditions
  - cover crop practices
  - soil analyses including pH and salinity
  - evidence of hard pans
  - soil texture
  - vine root distribution
  - irrigation water quality
  - erosion risk
  - soil management history
  - growth of mid-row sward
- procedures for planning and implementing the soil management program:
  - resources, including operators with appropriate skills
  - equipment availability and capability
  - materials and chemicals
  - maintenance programs and supplies
  - specific needs of individual blocks
  - application rates for soil addition
  - environmental conditions
- procedures for monitoring soil management activities:
  - operator performance
  - operating conditions
  - operating results
  - material supplies
  - equipment performance
- how to identify, rectify and report environmental non-conformance
- procedures and responsibility for reporting non-conformance
- consulting with appropriate personnel:
  - presenting and justifying recommendations to senior personnel
  - instructing and supervising operators
- application rates for soil addition
- how to complete workplace records.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a vineyard workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment
  - sampling and testing equipment, services and corresponding information
  - vineyard soils and growing media
  - documentation and recording requirements and procedures
- specifications:
  - work procedures, including advice on company practices, safe work practices, soil quality and environmental requirements
  - work instructions and schedules.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPWHS1001 Identify safe work practices

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to recognise known workplace hazards and identify work health and safety requirements and procedures relating to work activities.

The unit applies to individuals who are new entrants to the food industry and work alongside a supervisor in most situations, exercising limited autonomy within established and well-known parameters.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Work health and safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Recognise work health	1.1 Identify work health and safety legislative requirements applicable

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and safety requirements	to the workplace role and activities 1.2 Identify duty of care requirements 1.3 Identify and explain own responsibilities to comply with safe work practices
2. Identify workplace hazards and control measures	2.1 Identify basic principles of risk management 2.2 Recognise common workplace hazards 2.3 Identify measures for controlling risks according to workplace policies and procedures 2.4 Identify requirements for the selection and use of relevant personal protective equipment (PPE) and clothing 2.5 Interpret safety signs and symbols 2.6 Recognise workplace procedures for reporting hazards and risks
3. Identify work health and safety communication and reporting requirements	3.1 Identify participative arrangements for work health and safety, including communication processes, information and documentation requirements 3.2 Identify designated work health and safety roles and relevant authorities for raising work health and safety concerns, including concerns relating to the right to refuse unsafe work
4. Recognise work health and safety incident and emergency response procedures	4.1 Identify workplace procedures for responding to incidents 4.2 Identify workplace procedures for emergencies 4.3 Locate fire safety equipment and emergency evacuation procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret key information in workplace health and safety information from a variety of sources

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Skill	Description
Oral communication	• Seek clarification of health and safety information when required • Listen and respond to instructions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equialence status
FBPWHS1001 Identify safe work practices Release 2	FBPWHS1001 Identify safe work practices Release 1	Minor changes to Performance Criteria to clarify intent Foundation Skills refined Performance Evidence and Knowledge Evidence clarified Minor changes to Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPWHS1001 Identify safe work practices

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has identified safe work practices on at least one occasion, including:

- identifying hazards and controlling associated risks
- following safe work procedures when carrying out work tasks.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- applicable Commonwealth, state or territory work health and safety legislation, regulations, standards, codes of practice and industry standards/guidance notes relevant to own work, role and responsibilities
- basic principles of risk management and assessment relating to work role
- common known workplace hazards
- potential consequences of failing to follow safe work practices
- common workplace safety signs and their meanings
- general workplace emergency response and evacuation procedures
- work activities that require licences, tickets or certificates of competency
- workplace procedures for raising work health and safety issues
- workplace procedures for reporting work health and safety hazards, accidents, incidents, emergencies, injuries, near misses and dangerous occurrences
- workplace procedures for responding to hazards, incidents and injuries

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- own rights and responsibilities to comply with safe working practices, relating to identification of hazards, preventing bullying or harassment, use of amenities, smoking, use of drugs and alcohol and housekeeping
- role of work health and safety committees and representatives
- types of common personal protective equipment and fire safety equipment
- types of work health and safety information and documentation.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - personal protective equipment (PPE) and clothing
- specifications:
  - workplace health and safety policies and procedures
  - workplace health and safety legislation, regulations and codes of practice
- relationships:
  - supervisor or senior personnel.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPWHS2001 Participate in work health and safety processes

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to carry out work in accordance with health and safety requirements and procedures, and to contribute to the maintenance of a safe workplace.

The unit applies to entry level workers responsible for applying safe work practices under general supervision.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Work health and safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare to work safely	1.1 Identify rights and responsibilities of self and others under applicable legislation for health and safety in the workplace

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Obtain, fit and correctly use personal protective equipment 1.3 Confirm work requirements and control measures associated with activity 1.4 Plan work activities to meet requirements 1.5 Interpret work safety signage 1.6 Carry out pre-start checks on equipment
2. Conduct work safely	2.1 Follow work procedures and workplace instructions to ensure safe work 2.2 Apply safe handling practices when moving materials and items 2.3 Undertake housekeeping in work area according to health and safety requirements
3. Respond to hazards	3.1 Identify hazards in the work area and assess risk 3.2 Take action to control risks for hazards according to workplace procedures 3.3 Report hazards and inadequacies in control measures in accordance with workplace procedures 3.4 Report incidents and injuries to designated personnel
4. Participate in work health and safety consultative activities	4.1 Identify roles and responsibilities of health and safety representatives and committees in the workplace 4.2 Participate constructively in workplace meetings, inspections or other consultative activities 4.3 Raise health and safety issues with designated personnel 4.4 Provide input to improve workplace health and safety systems and processes to eliminate hazards and reduce risks
5. Follow emergency response procedures	5.1 Identify emergency situations and procedures 5.2 Follow reporting and communication procedures during emergency situations 5.3 Follow organisation procedures for responding to emergencies

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Respond to routine problems related to risks and hazards
Oral communication	• Use correct terms when communicating information about health and safety • Use listening and questioning skills to clarify understanding

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPWHS2001 Participate in work health and safety processes Release 2	FBPWHS2001 Participate in work health and safety processes Release 1	Knowledge Evidence added	Equivalent

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPWHS2001 Participate in work health and safety processes

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has carried out work in accordance with health and safety requirements and procedures, and contributed to maintaining a safe workplace on at least two separate occasions, including:

- following clear, logical verbal or written instructions
- interpreting selected pictorial/graphical and written signs/instructions
- clarifying meaning of instructions with peers and supervisors
- giving accurate verbal or written descriptions of incidents or hazards
- actively participating in inspections, meetings and risk assessments.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- legislation, regulations, standards, codes of practice and industry standards/guidance notes relevant to own work, role and responsibilities
- safety signs and their meanings, including signs for:
  - personal protective equipment
  - emergency equipment
  - dangerous goods class signs
  - specific hazards, such as sharps and radiation
- the difference between a hazard and a risk
- nature of common workplace hazards, including chemicals, bodily fluids, sharps, noise, manual handling, work postures, underfoot hazards and moving parts of machinery

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- potential consequences of not following safe work practices
- the elements within the hierarchy of control
- safety measures for controlling common workplace hazards
- sources of information about health and safety in the workplace
- environmental hazards and controls relevant to the worksite, including waste disposal
- the roles and responsibilities of employees for health and safety in the workplace
- the roles and responsibilities of health and safety representatives, committees, supervisors, managers and employers
- workplace specific information, including:
  - hazards of the particular work environment
  - potential emergencies relevant to the workplace
  - designated person for raising issues about health and safety
  - organisation and work procedures, particularly those related to performance of own work, specific hazards and risk control, reporting of hazards, incidents and injuries, consultation, use of personal protective equipment and emergency response
- potential emergency situations, alarms and signals, and required responses.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - personal protective equipment
- specifications:
  - workplace information about health and safety in the workplace, including legislative rights and responsibilities.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPWHS2002 Identify and control risks in own work

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to identify hazards and assess risks in own work activity and work area, and implement procedures to control risks.

It applies to individuals working in production environments. Individuals work under general supervision but are responsible for recognising and controlling operational risks related to environmental, equipment, product, safety or economic factors.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Work health and safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Access information sources	1.1 Access hazard identification and risk assessment information in the workplace 1.2 Identify sources of external information and key support personnel
2. Identify hazards and	2.1 Identify workplace hazards and their potential or actual

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
risks in workplace	consequences 2.2 Determine conditions and contributing factors for risk realisation 2.3 Identify impact of own work on risk realisation
3. Assess risks	3.1 Use risk assessment tools to assess risks systematically 3.2 Collect sufficient evidence of the type and level of risk posed by identified hazards 3.3 Determine likelihood of risk realisation and potential consequences
4. Identify and implement controls	4.1 Identify workplace practices and procedures for controlling risks 4.2 Apply hierarchy of controls to minimise risk 4.3 Recognise emergency procedures for the workplace 4.4 Determine and implement practices for monitoring risk in own work
5. Maintain work processes	5.1 Document risk assessment outcome and actions to eliminate or control risks 5.2 Maintain documentation according to workplace procedures 5.3 Maintain communication with work colleagues to minimise risk

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral Communication	• Identify and respond effectively to information associated with health and safety in the workplace using appropriate language • Seek clarification and assistance where required
Navigate the world of work	• Recognise organisational expectations and follow explicit protocols and procedures for controlling risk
Get the work done	• Follow clearly defined instructions and sequencing, monitor own progress for health and safety in the workplace

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Skill	Description
	• Respond to predictable routine health and safety problems and implement standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPWHS2002 Identify and control risks in own work	FDFWIN2002A Identify and control risks in own work	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity Unit code updated to reflect sector content	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPWHS2002 Identify and control risks in own work

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has identified and controlled risks on at least two occasions, including:

- implementing workplace procedures associated with hazard identification and risk control
- identifying workplace hazards and associated risks
- assessing risks
- taking action to minimise risks
- documenting outcomes of risk assessments.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- steps in managing health and safety risks in the workplace
- hazard identification methods
- procedures for risk assessment
- ways of controlling hazards and risks, including hierarchy of control
- types of hazards relevant to work role, including:
  - physical environment
  - equipment or machinery
  - materials or substances
  - how work tasks are designed or performed
- basic health and safety legislative and workplace requirements for identifying hazards, assessing risk and applying controls:
  - when, where and how hazards must be identified
  - when, where and how risk assessments must be conducted

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- risk assessment mechanisms commonly used
- record keeping requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - production facilities
  - tools for conducting risk assessments, recording and reporting outcomes
- specifications:
  - current health and safety legislation and codes of practice relevant to identifying hazards and controlling risks in the workplace
  - workplace documentation relevant to identifying hazards and controlling risks in the workplace.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPWHS4001 Identify, assess and control work health and safety risk in own work

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify and address risks associated with a product or system of work, and develop and implement risk control measures to ensure workplace safety.

The unit applies to individuals who are technicians or specialists working with a systematic approach for health and safety with access to work health and safety specialist advice. Work typically involves addressing risk to ensure their own safety, as well as that of others who may be affected by their work.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Work health and safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Identify hazards and assess risk associated with a product or system of work	1.1 Map production processes of the product or system of work 1.2 Identify hazards at each stage of the production processes 1.3 Systematically analyse hazards to identify risk of injury, illness or damage arising from the hazard 1.4 Identify factors contributing to the risk 1.5 Assess and evaluate the product or system of work against requirements of relevant work health and safety legislation, standards, codes of practice/compliance codes or guidance material 1.6 Consult potential users of the product or system of work
2 Control the risk of a product or system of work	2.1 Develop risk controls based on the hierarchy of control 2.2 Design fail-safe action into the product or system of work where there is a high consequence work health and safety risk, to minimise the impact of possible failure or defect 2.3 Monitor product or work system development as it evolves to identify new hazards and to manage any developing risk 2.4 Use a risk register to document residual risk and recommend actions to minimise risk 2.5 Communicate the risk management process and resultant risk register to those who may use or interact with the product or system of work 2.6 Document hazard identification, risk assessment and risk control processes, and make available to those who may be affected
3 Identify and record hazards and assess risks in own work	3.1 Identify and access sources of work health and safety information 3.2 Identify and eliminate hazards, and report residual risk according to workplace procedures 3.3 Use a risk register to document residual risk and actions to minimise risk, based on the hierarchy of control
4 Control risk in own work	4.1 Check work practices follow documented work procedures 4.2 Ensure work planning and conduct takes account of residual risk register 4.3 Identify, address and/or report deficiencies in risk controls 4.4 Maintain work health and safety records as required 4.5 Recognise personal professional limitations and seek expert advice

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Critically analyses documentation from a variety of sources and records and consolidates information to determine work health and safety requirements
Writing	• Prepares and produces models and associated documents that that convey complex relationships between risks and controls • Develops procedural material for a specific audience, using clear and detailed language in order to convey explicit information and requirements
Oral communication	• Uses collaborative and inclusive techniques, including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information, and to confirm understanding on aspects of safety
Learning	• Accepts new learning challenges by reflecting on personal limitations and seeking out advice
Navigate the world of work	• Ensures knowledge of legislative requirements is kept up-to-date in order to provide accurate information • Takes personal responsibility for following explicit and implicit policies, procedures and legislative requirements • Seeks to improve policies and procedures to better meet organisational goals
Interact with others	• Recognises the diversity in people and manages this diversity to improve workplace relations and practices • Collaborates with others sharing information to build strong work groups and avoid behaviours that are not conducive to a safe environment
Get the work done	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Applies systematic and analytical decision-making processes for

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Skill	Description
	complex and non-routine situations • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPWHS4001 Identify, assess and control work health and safety risk in own work	FDFOHS4001A Identify, assess and control OHS risk in own work	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity Minor change to title to reflect current industry terminology	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPWHS4001 Identify, assess and control work health and safety risk in own work

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion:

- accessed, interpreted and applied work health and safety information, including work health and safety legislation, guidance material and benchmarks
- communicated with potential users of the product or system of work, other technicians/specialists, managers and expert advisers
- conducted risk assessments and analysed effectiveness of control measures
- analysed work systems and monitored safety performance
- assessed compliance with work health and safety legislation or procedures
- developed and maintained work health and safety records
- recognised and developed personal work health and safety expertise.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the difference between hazards and risks
- sources of work health and safety information both internal and external to the organisation
- nature of common workplace hazards, including chemicals, noise, manual handling work postures, underfoot hazards and moving parts of equipment
- regulatory requirements relevant to the particular industry/type of work site
- requirements for hazard identification and hazard identification processes
- principles of risk management, including risk analysis
- examples of safety benchmarks
- the hierarchy of control and its application
- principles of 'safe design' processes

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- work health and safety legislative requirements for record keeping and reporting
- personal protective equipment requirements, including selection, use, storage and maintenance
- workplace specific information, including:
  - in-depth knowledge of hazards of the particular work environment and how they cause harm
  - hazard identification procedures relevant to the hazards in their workplace
  - work procedures
- organisation procedures related to work health and safety, including:
  - hazard, incident and injury reporting
  - hazard identification, risk assessment and control
  - consultation and participation
  - incident investigation
  - record keeping
- the legal rights and responsibilities of the workplace parties in relation to work health and safety.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- specifications:
  - work health and safety legislation, regulations and codes of practice
  - relevant workplace policies and procedures
- relationships (internal and/or external):
  - additional external expertise for advice
  - teams and/or committees for developing work health and safety procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPWHS5001 Manage work health and safety processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0.

Application

This unit of competency describes the skills and knowledge required to manage the ongoing implementation of work health and safety procedures and processes.

This unit applies to individuals who manage a small organisation, several work groups or a larger group within an organisation. Work is likely to have a focus on maintaining already established processes and the unit assumes that work health and safety advice and expertise is available.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Work health and safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Manage work health and safety information and records	1.1 Identify and access relevant work health and safety legislation, standards, codes of practice/compliance codes, guidance material and other sources of work health and safety information and evaluate their relevance to the specific work context 1.2 Collect and collate information on work health and safety requirements, trends and risk controls and provide to others

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Review records and record keeping processes to ensure that legal requirements for work health and safety record keeping are identified and addressed 1.4 Implement and monitor processes for ensuring that work health and safety records are accurately completed, collected and stored in accordance with legal requirements and workplace procedures
2. Manage work health and safety participative processes	2.1 Monitor participative processes to ensure compliance with legislative requirements and organisation procedures 2.2 Evaluate information provided to employees to ensure it is in a readily accessible and understandable format 2.3 Implement and monitor processes for ensuring that workgroup members have an opportunity, either directly or through their representative, to contribute to decisions that may affect their health and safety 2.4 Evaluate processes for addressing work health and safety issues to ensure issues raised through consultation are resolved promptly and in line with organisation procedures and legislative requirements 2.5 Provide prompt information about the outcomes of consultation to employees in a format and medium that is readily accessible
3. Manage work health and safety risk management processes	3.1 Ensure hazard, incident, and injury reporting and investigation processes are in place to meet legislative requirements and to inform future prevention strategies 3.2 Ensure processes are in place so that hazard identification and risk assessments occur according to organisation procedures 3.3 Ensure risk controls and hazard specific procedures are consistent with the hierarchy of control and are monitored to support compliance with legislative and regulatory requirements 3.4 Ensure processes are in place to identify and address any work health and safety implications of either proposed or implemented changes to the workplace, work processes or organisation of work 3.5 Recognise limits of own professional expertise and consult expert advisors as required
4. Manage work health and safety training program	4.1 Assess work health and safety training needs of workgroup members, taking into account legislative and regulatory requirements, internal policies and procedures, existing skills of work group members and risk control requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.2 Implement and monitor training programs to ensure identified work health and safety training requirements are addressed 4.3 Implement and monitor processes to ensure that all new employees receive work health and safety induction 4.4 Access and consult relevant work health and safety and training specialists as required in the development and implementation of the training program
5. Manage work health and safety continuous improvement process	5.1 Obtain and consider input from individuals and workgroup in identifying and implementing work health and safety improvement 5.2 Determine work health and safety priorities in consultation with appropriate managers and stakeholders 5.3 Develop work health and safety action plans, taking priorities and training needs into account 5.4 Monitor and update achievements against the work health and safety plans accordingly

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehends, interprets and synthesises complex information from a range of sources
Writing	• Presents information using vocabulary and format suitable for the task
Oral communication	• Presents ideas and information choosing appropriate vocabulary for purpose and audience • Uses questioning and active listening to seek opinions or information and to clarify understanding
Navigate the world of work	• Monitors adherence to legal and regulatory responsibilities for self and others in relation to work health and safety requirements
Interact with others	• Chooses appropriate communication methods to present

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Skill	Description
	information to a range of individuals
Get the work done	• Develops plans to manage relatively complex tasks with an awareness of how they contribute to the organisation • Applies problem solving techniques to address complex work health and safety issues

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPWHS5001 Manage work health and safety processes	FDFOHS5001A Manage OHS processes	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity Minor change to title to reflect current industry terminology	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPWHS5001 Manage work health and safety processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has completed all steps in managing the work health and safety process in at least one workplace context, including:

- accessing and interpreting work health and safety information, including legislation, guidance material and benchmarks
- monitoring a record keeping process for compliance with legal requirements for work health and safety
- communicating work health and safety information to others using a range of media and formats
- managing effective work health and safety consultation and participation processes including development, implementation, monitoring and review, in consultation with others
- managing work health and safety risk management processes
- implementing a risk management approach to developing solutions to complex work health and safety problems, utilising information from a range of sources
- applying an action planning process
- assessing policies and procedures for compliance with work health and safety legislation
- managing workplace information and records to ensure all are current and accurate
- facilitating participatory consultative processes
- evaluating work processes for collecting and providing information
- determining support and training needs of work group
- implementing and monitoring training programs
- evaluate and monitor risk management processes
- managing a continuous improvement process.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the difference between hazard and risk
- sources of work health and safety information both internal and external to the workplace
- understanding of work health and safety legislation and regulatory requirements relevant to the particular industry/type of work site
- the roles and responsibilities of employees, supervisors and managers in the workplace
- legislative requirements for consultation
- legal and practical requirements for work health and safety training
- legal requirements for work health and safety record keeping and reporting
- guidance material, including codes of practice/compliance codes relevant to the particular industry/type of work site
- risk assessment process, including:
  - hazard identification procedures
  - principles of risk assessment
  - the hierarchy of control and its application
  - legislative requirements for record keeping and reporting
- systems for identifying skill needs, such as:
  - performance reviews
  - training needs analysis
  - identifying additional training needs of learners
- workplace specific information, including:
  - hazards of the particular work environment and how they cause harm
  - hazard identification procedures relevant to the hazards in their workplace
  - designated person for raising work health and safety issues
- organisation procedures related to work health and safety, including hazard, incident and injury reporting, hazard identification, risk assessment and control, consultation and participation, incident investigation and record keeping
- awards and enterprise agreements that impact on the particular workplace
- the characteristics and composition of the workforce and how they may impact on the management of work health and safety.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - sample documents and forms appropriate for recording and reporting work health and safety issues

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    - sample emergency procedures and related resources
- specifications:
    - work health and safety legislation, regulations and codes of practice
    - workplace policies and procedures for work health and safety
- relationships (internal and/or external):
    - experts in work health and safety for advice and direction.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPWIN2001 Perform effectively in a wine industry workplace

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to work in a wine industry enterprise.

The unit applies to entry level wine industry workers who generally work under supervision but need to comprehend and follow workplace procedures.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, and food safety legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wine Operations (WIN)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Recognise enterprise objectives and products	1.1 Access and interpret workplace information to identify enterprise objectives and job roles 1.2 Use workplace information to identify range of enterprise wine products and services 1.3 Use workplace information to identify the enterprise's role in the

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	wine industry supply chain
2. Recognise wine operations production streams and functions	2.1 Identify key production sites and equipment and relate their role to the wine production process 2.2 Relate each key function of the worksite to the product range and quality 2.3 Identify key stages in wine production and relate each stage to end products
3. Identify workplace role and responsibilities	3.1 Identify key responsibilities of own section or function and impact of own role on wine production or supply 3.2 Establish own responsibilities for continuous improvement in accordance with workplace requirements 3.3 Determine a typical schedule of work relating to own responsibilities
4. Interpret workplace procedures and employment conditions	4.1 Identify personal employment terms and conditions 4.2 Identify workplace policies that impact on work role 4.3 Apply workplace hazard identification and safety procedures to work role 4.4 Determine workplace procedures related to compliance with environmental legislation 4.5 Recognise the function of food safety and quality procedures to the enterprise's operations 4.6 Relate workplace policies about diversity and anti-discrimination to work role
5. Maintain work area	5.1 Clean and keep work area safe and tidy according to workplace and legislative requirements 5.2 Maintain personal hygiene standards according to workplace and legislative requirements 5.3 Store equipment and materials according to workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Comprehend information from a variety of workplace documents
Numeracy	• Perform calculations required to create timelines and schedules
Get the work done	• Plan and organise tasks related to own work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPWIN2001 Perform effectively in a wine industry workplace	FDFWIN2001A Perform effectively in a wine industry workplace	Updated to meet Standards for Training Packages Modifications to Elements and Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPWIN2001 Perform effectively in a wine industry workplace

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all elements and performance criteria in this unit.

There must be evidence that the individual has accessed and used information for at least one wine industry enterprise and identified:

- its objectives
- its job roles and how these roles contribute to the objectives
- the range of products and/or services offered
- production sites, including:
  - site names
  - site locations
  - functions and contribution of each site to the overall objectives of the enterprise
  - key personnel and contact details
- key information about the enterprise, including:
  - brands, logos and labels
  - names of parent or other associated businesses
- responsibilities of own role in the enterprise
- daily work schedule for own role
- workplace requirements for personal hygiene
- workplace requirements for maintaining work area.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- how an enterprise describes its purpose in:
  - mission statements

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    - vision statements
    - objectives
- the key functions within a wine industry workplace including:
    - viticulture, cellar operations (wine making), laboratory, bottling and packaging, and cellar door sales, and
    - how each function or process contributes to product and service quality
- stages in wine production and supply and the output at each stage
- key wine industry and enterprise events, including seasonal and promotional activities
- workplace procedures relevant to:
    - health and safety
    - food safety
    - environmental and waste management
    - anti-discrimination
    - continuous improvement
    - personal employment terms and conditions
    - maintaining work area
    - storing materials and equipment
- the legislative requirements associated with health and safety in the workplace, food safety, environmental management, anti-discrimination and employment
- personal hygiene standards and procedures:
    - cleanliness
    - hair and hair nets
    - work clothes and uniforms
    - reporting sickness or injuries
    - eating and drinking in the workplace
- using workplace information sources, including:
    - how and where to find information
    - updating and access requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a wine industry workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - information about the Australian wine industry
    - information about the specific wine industry workplace
    - cleaning equipment and materials
- specifications:
    - relevant workplace policies and procedures and legislative information.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FBPWIN2002 Communicate wine industry information

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to communicate information on key characteristics of Australian wine production and the wine industry. It supports an introduction to the wine operations industry for basic wine grape growing (viticulture), cellar operations (wine making) and cellar door sales.

The unit applies to individuals who are new to the wine operations industry, including wine region tourism personnel and wine enterprise support staff who work alongside a supervisor in most situations and exercise limited autonomy.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wine Operations (WIN)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Recognise major processes and stages of	1.1 Identify major processes in wine grape growing

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
wine grape growing	1.2 Relate processes to operational sequencing and timing 1.3 Recognise tasks and job roles associated with processes 1.4 Identify vintage operations, including picking and transportation 1.5 Use basic industry terminology when communicating during wine grape growing activities
2. Recognise and relate the features of grapes to production activities	2.1 Identify physiology of wine grapes related to production activities 2.2 Recognise key characteristics and growth phases of grape vines to seasonal production activities 2.3 Relate the impact of soil and climate on grape growing activities and grape quality 2.4 Identify key risks to successful grape growing 2.5 Recognise characteristics of varietal grape maturity and relate to harvesting activities
3. Recognise wine grape varieties and Australian regions in which they are grown	3.1 Recognise the major Australian wine regions and relate to wine production and grape growing 3.2 Recognise differences between major grape vine varieties and grape production
4. Provide information on major stages in winemaking	4.1 Recognise key activities in preparing grapes for wine production 4.2 Outline the purposes and processes of crushing, pressing, fermentation, maturation, fining, filtering, bottling and packaging of wines 4.3 Provide information on the sequence of operations and key equipment used for the production and storage of wine 4.4 Provide information on basic differences between red, white, fortified and sparkling wine production 4.5 Use industry terminology when providing information on wine processing and features to clients or customers
5. Relate basic wine sales and marketing strategies and processes to wine enterprise operations	5.1 Recognise standard ways of packaging and labelling wine 5.2 Interpret range and purpose of labelling information 5.3 Identify the scope and purpose of cellar door operations 5.4 Identify and compare major Australian wine regions, wine types and wine styles 5.5 Provide information on key features and market expectations of

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	wine from different Australian regions 5.6 Identify the features, techniques and terminology used in standard wine evaluations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	• Locate information required to develop knowledge and understanding of viticulture, wine making and sales
Reading	• Access and ccomprehend information from a variety of workplace documents
Writing	• Produce workplace documents using industry-based vocabulary
Oral Communication	• Provide industry-specific information to a range of audiences

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPWIN2002 Communicate wine industry information	FDFWIN1001A Identify key operations in wine production	Redesigned unit that includes content from previous units	No equivalent unit
FBPWIN2002 Communicate wine industry information	FDFWIN1002A Identify viticulture processes	Redesigned unit that includes content from previous units	No equivalent unit

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Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPWIN2002 Communicate wine industry information

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all elements and performance criteria in this unit.

There must be evidence that the individual has provided and applied information in at least one wine operations workplace environment including:

- using industry-standard terminology to communicate information about wine grape growing activities regarding:
  - sequencing and timing of main processes
  - tasks and job roles during each process
- identifying the relationships between basic wine grape physiology, varieties and habit of growth to wine production activities
- identifying the key differences in grape production for Australian wine regions
- explaining how red, white, fortified and sparkling wines are produced including:
  - grape preparation
  - major processes
  - equipment needed
  - features or each wine type
- using industry terminology to communicate information about the features of one type of wine to a customer or client
- describing common types of wine bottling, labelling and packaging and reasons for particular choice of bottle, label or packaging
- describing the range of common wine products and how they are marketed.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- main stages of grape vine growth

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- principles of grape vine propagation:
  - cuttings
  - grafting
- basic wine grape growing techniques:
  - planting
  - irrigation
  - fertilising
  - canopy management
  - pruning
- impact of common impediments on grape growing:
  - frost
  - drought
  - pests (including phylloxera)
  - disease
  - nutrient deficiency
- major Australian wine regions, common wine styles and grape varieties
- basic purpose and principles of grape harvesting and wine production processes:
  - harvesting
  - crushing
  - fermentation
  - pressing
  - maturation
  - fining
  - filtering
- common bottling, labelling and packaging used for wine
- basic wine processing and storage equipment
- common marketing arrangements for wine, including cellar door sales, mail order, internet sales, distribution through agents or wholesalers
- basic features of domestic and export markets.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a wine operations workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - reference materials on the Australian wine industry
  - sample wine products and materials
- relationships:
  - clients or customers.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FBPWIN2003 Conduct sensory evaluation of wine

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to complete a basic sensory evaluation of wine, including the provision of tasting arrangements, identifying wine styles, grape varieties and faults and communicating basic information about wine.
The unit applies to individuals who work across a range of sectors in the wine industry including cellar door sales. Individuals generally work under supervision but have some autonomy and accountability for their own work.
All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wine Operations (WIN)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare tasting area and taste wine styles	1.1 Prepare tasting area and equipment to facilitate wine tasting according to health and safety in the workplace requirements and workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Ensure that each wine style is presented and tasted under the most favourable conditions for evaluation 1.3 Taste wines in relevant quantities and in the most favourable order to show characters of each wine 1.4 Maintain tasting and work area according to workplace hygiene requirements
2. Identify key styles and grape varieties using sensory evaluation techniques	2.1 Follow correct tasting order and procedures using sight, smell and taste 2.2 Identify the key taste sensations according to industry practices 2.3 Explain the characteristics of the key wine styles and grape varieties with regard to sight, smell and taste 2.4 Evaluate and describe the quality and characteristics of the wine style 2.5 Ensure that evaluation conditions are as favourable as possible to minimise impact on outcomes
3. Identify basic wine faults	3.1 Assess the quality of wine using sensory evaluation techniques 3.2 Recognise and report common wine faults and taints according to workplace procedures
4. Communicate basic information about wine styles	4.1 Describe the characteristics of a range of basic wine styles 4.2 Explain the distinctions between similar wine styles 4.3 Respond to questions about wine styles according to workplace practices 4.4 State and explain key factors contributing to the style and flavour of wine

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Reading	• Interpret workplace procedures and wine product information
Oral Communication	• Use clear language to convey technical and specialised information about characteristics and types of wine
Navigate the world of work	• Understand and apply workplace procedures and legislative responsibilities relevant to own role
Get the work done	• Plan, organise and implement tasks required to complete wine tasting according to workplace requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPWIN2003 Conduct sensory evaluation of wine	FDFCD2003A Evaluate wines (standard)	Updated to meet Standards for Training Packages Change to title and unit sector Minor changes to Elements and Performance Criteria for clarity	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPWIN2003 Conduct sensory evaluation of wine

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has identified key wine styles and grape varieties using sensory evaluation techniques and has demonstrated the following on at least two separate occasions:

- accessed workplace information to determine wine evaluation requirements
- prepared tasting area and equipment required for wine tasting
- prepared wine products for tasting including opening bottles safely
- implemented appropriate conditions for tasting and maintained tasting environment
- poured tasting samples cleanly and in appropriate quantities
- tasted wine samples in most appropriate order
- evaluated wines in an appropriate manner for sight, smell and taste
- used sensory evaluation techniques to correctly identify wine styles, wine characteristics and faults
- verbally described a wine style and answered questions about wines tasted
- maintained work area to meet housekeeping requirements
- followed health and safety procedures for evaluating wine.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of sensory evaluation of wines
- quality characteristics of equipment and materials used in wine tasting
- characteristics of key wine styles and grape varieties
- factors affecting the outcomes of a tasting and optimum conditions required:
  - environment
  - taster

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  - glasses
  - equipment
  - wine preparation
- factors contributing to the order in which various wine styles should be tasted:
  - still versus sparkling
  - young versus old
  - dry versus sweet
  - non-oak versus oak
  - light in bodied versus full-bodied
  - white versus rosé versus red
  - lower alcohol versus higher alcohol
- wine sensory evaluation techniques and procedures, with reasoning:
  - handling of glass and swirling techniques
  - use of light and white background
  - visual appraisal
  - sniffing and nosing
  - tasting and spitting
  - key taste sensations
  - cleansing palate between tastings
- key wine features, how they vary and how they can be identified using tasting techniques:
  - wine and quality (taints and deposits)
  - sweetness
  - acidity
  - alcohol
  - flavour and aroma
  - tannin
  - body and weight
  - balance
  - length
  - texture
- key factors which affect the style and quality of wine:
  - climate
  - soil
  - grape variety
  - viticultural techniques
  - storage
  - vinification techniques
- basic wine faults and taints, features and causes:
  - oxidation-type faults
  - reductive wine faults

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  - additive-related faults
  - common wine taints
- appropriate terminology for describing wine to customers and wine industry personnel
- interpretation of labels
- workplace procedures and responsibility for:
  - reporting problems
  - housekeeping
  - recording requirements
  - health and safety hazards and controls in the workplace.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - wine and equipment for tasting and evaluating
- specifications:
  - work instructions and workplace procedures relating to wine tasting and evaluation
- relationships (internal and/or external):
  - customers or industry personnel to communicate with during wine tasting and evaluation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPWIN3001 Evaluate wines (advanced)

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to evaluate a broad range of wines and identify by grape variety, region and vintage. It includes identification of specialised wine faults, food and wine matching, and advice on serving and ageing.

The unit applies to individuals who work across a range of sectors in the wine industry including cellar door sales. Individuals work under broad direction and take responsibility for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Prerequisite unit of competency for this unit is:

- FBPWIN2003 Conduct sensory evaluation of wine

Unit Sector

Wine Operations (WIN)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and evaluate specific wine	1.1 Use industry accepted tasting procedures including use of sight,

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
characteristics	smell and taste to evaluate wine characteristics 1.2 Identify and describe Australian wines in terms of grape varieties, regions and vintage 1.3 Identify and discuss specific winemaking techniques with customers and/or industry personnel 1.4 Apply sensory evaluation techniques to inspect and identify specialised wine faults and report to relevant workplace personnel 1.5 Complete quality evaluations of selected wines
2. Compare Australian styles with key world wines	2.1 Identify well known world wines in terms of style and quality 2.2 Identify and compare workplace wine products and styles with international products 2.3 Recommend appropriate workplace wines as alternatives to international wine styles and products where possible
3. Enhance consumer enjoyment of wine	3.1 Select and recommend appropriate workplace wines to match food choices 3.2 Specify optimum ageing and serving requirements for selected wines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret wine product information about wine styles and characteristics from a variety sources
Writing	• Record evaluations using industry-based vocabulary and conventions
Oral Communication	• Provide information using language appropriate to audience • Use active listening skills to respond to questions or feedback from participants
Interact with others	• Use accepted practices and protocols for communicating with internal personnel and people external to the organisation

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Skill	Description
Get the work done	• Analyse information about wines to decide on recommendations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPWIN3001 Evaluate wines (advanced)	FDFCD3001A Evaluate wines (advanced)	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Unit sector changed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPWIN3001 Evaluate wines (advanced)

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has evaluated a broad range of wines identified by grape variety, region and vintage and has demonstrated the following on at least two separate occasions:

- explained the impact of tasting conditions on wine evaluation
- explained specific winemaking techniques and described their effect on wine characteristics
- followed tasting procedures to identify wine by style and quality
- identified specialised wine faults using sensory evaluation techniques
- provided advice about wine service and comparisons between international and local styles
- selected and matched wine to food choices
- explained optimum ageing, cellaring and serving conditions for wine styles
- followed health and safety procedures for evaluating wine.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- features and purpose of wine sensory evaluation techniques
- features and causes of wine faults and taints, and preventative or corrective action
- factors influencing the order in which wine should be tasted
- product labelling terminology and meanings
- characteristics of wine that can be assessed to identify key features:
  - country of origin
  - region of production

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    - vintage
    - winemaking and grape growing techniques
    - quality
- common winemaking, grape growing techniques and how they can be utilised to manipulate wine style and characteristics
- key Australian and world wines and organisation or workplace products, including:
    - style and taste characteristics
    - price
    - quality
- serving and cellaring requirements of key world and Australian wines
- wine factors that determine cellaring and serving requirements, including balance of alcohol, tannin, acidity and fruit flavours
- factors that influence the matching of food and wine
- factors that detrimentally affect the quality of wine during cellaring:
    - temperature
    - humidity
    - ultraviolet (UV) light
    - vibrations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - wine and equipment for tasting and evaluating
- specifications:
    - product information and workplace procedures relating to wine tasting and evaluation (advanced)
- relationships (internal and/or external):
    - customers or industry personnel to communicate with during wine tasting and evaluation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FSKDIG001 Use digital technology for short and basic workplace tasks

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to use digital technology to undertake short and basic workplace tasks under supervision, such as operating machinery with computerised settings, sending an electronic messages, entering information into a word processor, completing work attendance records online, using access codes, and reading gauges, scales and meters.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

This unit applies to individuals who use, or are preparing to use, digital skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Digital Technology

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to use digital technology	1.1 Identify nature and scope of short and basic workplace task that requires the use of digital technology 1.2 Clarify task requirements with suitable personnel

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Element	Performance Criteria
	1.3 Identify and select digital technology required for task, with assistance 1.4 Identify and use simple terms and symbols associated with use of digital technology
2. Perform short and basic workplace task using digital technology	2.1 Follow verbal, written or pictorial instructions to access and use digital technology 2.2 Follow workplace procedures to perform task using selected technology
3. Finalise task	3.1 Follow simple instructions to shut down or reset technology following task completion 3.2 Review work against task requirements 3.3 Seek feedback and review performance to complete task

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKDIG01 Use digital technology for basic workplace tasks.

Links

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Assessment Requirements for FSKDIG001 Use digital technology for short and basic workplace tasks

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- use digital technology to complete at least three short and basic workplace tasks with different required outcomes.

During the above, the candidate must communicate with relevant personnel to clarify task requirements and review results, and access and follow instructions for use of selected digital technology.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit, including knowledge of:

- basic features and functions of digital technologies used when completing short and basic workplace tasks
- processes to follow highly familiar workplace instructions for the use of digital technology as outlined in relevant procedures, guides or manuals
- workplace procedures for safely accessing and using digital technology
- workplace protocols for ensuring privacy and safety when using digital technology
- communication techniques to clarify and review digital technology task requirements.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using short and basic tasks that reflect those typically found in a workplace.

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The following resources are to be made available:

- an expert or mentor to provide prompting and advice to learner, as needed
- digital technology required to complete the task
- workplace procedures required to complete the task
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of digital technology, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
    -

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FSKDIG002 Use digital technology for routine and simple workplace tasks

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to use digital technology to undertake workplace tasks that are simple and routine in nature. It requires the ability to identify and interpret technical instructions, and setup and apply a range of digital technologies to achieve predetermined outcomes.

An individual performing these tasks may work with an expert or mentor where support is available if requested.

This unit applies to individuals who use, or are preparing to use, digital skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Digital Technology

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to use digital technology for routine and simple task	1.1 Identify nature and scope of routine and simple workplace task that requires the use of digital technology 1.2 Identify purpose of task and required outcome 1.3 Identify, select and locate appropriate digital technology required

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Element	Performance Criteria
	for task 1.4 Locate and identify simple workplace information and terminology associated with technology
2. Perform routine and simple workplace task using digital technology	2.1 Interpret and follow simple instructions to access and use digital technology required for the task 2.2 Use technology to enter, store and retrieve information relevant to the task 2.3 Comply with workplace procedures relevant to using digital technology in completing task 2.4 Use basic security protocols related to workplace task
3. Finalise task	3.1 Complete use of technology for designated task in accordance with workplace procedures 3.2 Review performance against required outcome 3.3 Seek feedback on performance against outcomes and identify ways to improve performance

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKDIG02 Use digital technology for simple workplace tasks.

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Assessment Requirements for FSKDIG002 Use digital technology for routine and simple workplace tasks

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- use digital technology to complete at least three routine and simple workplace tasks with different required outcomes and in accordance with workplace procedures.

During the above, the candidate must use the main features and functions of the selected digital technology and suitable security protocols.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit, including knowledge of:

- outcomes of routine and simple workplace tasks
- familiar types of digital technology commonly used in the workplace, their purposes and their uses
- familiar workplace instructions and procedures for the use of digital technology relevant to routine and simple workplace tasks
- relevant ethical and security practices applicable to workplace digital technology
- simple conventions of online etiquette
- strategies to review and improve performance.

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using routine and simple tasks that reflect those typically found in a workplace.

The following resources are to be made available:

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- an expert or mentor to provide support to learner if requested
- digital technology required to complete the performance evidence
- workplace procedures required to complete the performance evidence
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of digital technology, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

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FSKDIG003 Use digital technology for non-routine workplace tasks

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to use digital technology to undertake non-routine workplace tasks, such as, operating machinery with computerised settings, entering text into a scanning device, collecting data to construct tables, graphs and charts in a spreadsheet, and measuring, recording and interpreting data using digital equipment.

An individual performing these tasks works independently and uses familiar support resources as needed.

This unit applies to individuals who use, or are preparing to use, digital skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Digital Technology

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to use digital technology for non-routine task	1.1 Identify nature and scope of non-routine workplace task that requires the use of digital technology 1.2 Identify purpose of task and set the required outcome 1.3 Select and organise appropriate digital technology required for

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Element	Performance Criteria
	task 1.4 Locate and interpret routine workplace information and terminology associated with technology, and relevant safety procedures
2. Perform non-routine workplace task using digital technology	2.1 Interpret and follow routine information and instructions from a range of sources to access and use digital technology required for task 2.2 Apply knowledge or skills to adapt instructions to suit changes or requirements in the workplace 2.3 Comply with workplace procedures and security protocols relevant to using digital technology in completing task
3. Finalise task	3.1 Determine and complete shut down or reset of technology in accordance with workplace procedures 3.2 Review performance against required outcomes 3.3 Evaluate and plan ways to improve performance

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKDIG03 Use digital technology for routine workplace tasks.

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Assessment Requirements for FSKDIG003 Use digital technology for non-routine workplace tasks

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- use digital technology to complete at least three non-routine workplace tasks with different required outcomes and in accordance with workplace procedures.

During the above, the candidate must demonstrate use of the main features and functions of selected digital technology and application of security protocols.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit, including knowledge of:

- outcomes of relevant non-routine workplace tasks using digital technology
- types of digital technology – software and hardware – commonly used in the workplace, their purposes and their uses
- legislation or policies relevant to the use of workplace technology
- workplace procedures for safely accessing and using digital technology
- techniques to synthesise relevant information and instructions from various sources
- relevant ethical and security practices applicable to use of digital technology for non-routine workplace tasks
- conventions of online etiquette
- strategies to review and improve performance.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

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Skills must be demonstrated using non-routine tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- digital technology required to complete the performance evidence
- workplace procedures required to complete the performance evidence
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of digital technology, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

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FSKLRG002 Identify strategies to respond to short and simple workplace problems

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to identify short and simple workplace problems and propose strategies to respond to the problems.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

This unit applies to individuals who use, or are preparing to use, learning skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) learning core skill indicators .01 and .02 at level 1 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Learning

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify short and simple problems affecting own work	1.1 Identify a range of workplace problems that may routinely arise 1.2 Identify and select a workplace problem for review

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Element	Performance Criteria
	1.3 Identify possible factors contributing to identified problem
2. Propose problem solving strategies	2.1 Identify strategies to respond to a selected workplace problem 2.2 Identify appropriate resources or tools that may be required to solve selected problem
3. Review problem solving strategies	3.1 Seek feedback from expert or mentor on proposed strategy 3.2 Identify alternative or additional approaches or factors for resolving identified problem

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Oral Communication	• Follows short, explicit instructions or direction

New Topic (185)

Supersedes and is equivalent to FSKLRG02 Identify strategies to respond to basic workplace problems.

Links

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Assessment Requirements for FSKLRG002 Identify strategies to respond to short and simple workplace problems

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify at least two short and simple workplace problems and propose appropriate problem-solving strategies.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- common short and simple problems relevant to workplace
- common factors that may contribute to short and simple workplace problems
- common resources or tools that can assist with short and simple problem-solving strategies
- relevant strategies to respond to short and simple workplace problems
- sources of appropriate feedback.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using short and simple problems that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide prompting and feedback to learner, as needed
- frequently used word list for learning in the workplace
- own familiar support resources.

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Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, learning, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

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FSKLRG004 Use short and simple strategies for work-related learning

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to identify own learning goals and needs to engage in a vocational or workplace learning environment.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

This unit applies to individuals who use, or are preparing to use, learning skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) learning core skill indicators .01 and .02 at level 1 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Learning

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to engage in learning	1.1 Identify own learning needs, with assistance 1.2 Identify preferred approaches to learning 1.3 Identify potential barriers to learning

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Element	Performance Criteria
2. Apply strategies for learning	2.1 Identify and select short term learning goals, with assistance 2.2 Identify short and simple learning strategies to support learning goals 2.3 Identify and use a limited range of learning support resources 2.4 Develop a short and simple learning plan to achieve goals
3. Review own learning progress	3.1 Check progress against learning plan 3.2 Seek feedback on learning progression 3.3 Identify areas for further learning and/or development

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Locates and reads information to support own work-related learning

Mapping Information

Supersedes and is equivalent to FSKLRG04 Use basic strategies for work-related learning.

Links

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Assessment Requirements for FSKLRG004 Use short and simple strategies for work-related learning

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify at least two learning goals and develop a short and simple personal or vocational learning plan to support goal achievement
- check and review learning plan with guidance and assistance from expert or mentor on at least one occasion.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- common learning approaches and the application of each
- potential barriers to learning
- own learning goals and needs
- short and simple strategies to support learning goals
- support resources relevant to goals identified
- approaches to check and respond to progress of learning plans
- typical features of short and simple learning plans.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using short and simple texts or tasks that reflect those typically found in a workplace.

The following resources are to be made available:

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- an expert or mentor to provide prompting and advice to learner, as needed
- frequently used word list for learning in the workplace
- own familiar support resources
- learning support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, learning, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

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FSKLRG008 Use simple strategies for work-related learning

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to identify own learning goals and needs and develop a learning plan and strategies to assist in participation in a vocational or workplace learning environment.

An individual performing these tasks may work with an expert or mentor where support is available if requested.

This unit applies to individuals who use, or are preparing to use, learning skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) learning core skill indicators .01 and .02 at level 2 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Learning

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for learning	1.1 Identify suitable learning goals relevant to a work environment 1.2 Identify strengths and weaknesses as a learner and preferred

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Element	Performance Criteria
	approaches to learning 1.3 Identify potential barriers to own learning and propose possible solutions
2. Use strategies for learning	2.1 Identify and select short-term work-related learning goal 2.2 Locate information related to learning goal and assess its relevance 2.3 Identify suitable learning strategies to achieve learning goal 2.4 Identify and access a range of support resources required to achieve goal 2.5 Develop a learning plan to achieve goal, which includes a learning pathway and a method to measure outcomes
3. Review own learning progress	3.1 Check progress against learning plan and identified goals 3.2 Seek feedback on learning progression and establish options for improvement 3.3 Identify areas for further learning and training

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Oral Communication	• Discusses learning progress with expert or mentor

Mapping Information

Supersedes and is equivalent to FSKLRG08 Use simple strategies for work-related learning.

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Assessment Requirements for FSKLRG008 Use simple strategies for work-related learning

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify at least two work related learning goals and develop a personal learning plan to support goal achievement
- check and review progress against plan and goals on at least one occasion.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- own strengths and weaknesses as a learner
- different learning approaches and their application to work related learning
- common barriers to learning and solutions to address them
- own learning goals and needs
- at least three simple strategies to support learning goals
- support resources and appropriate techniques to assess information relevant to work related learning goals
- typical features of learning plans
- approaches to check and respond to progress of learning plans.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using simple texts or tasks that reflect those typically found in a workplace.

The following resources are to be made available:

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- an expert or mentor to provide support to learner if requested
- frequently used word list for learning in the workplace
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, learning, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

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FSKLRG009 Use strategies to respond to routine workplace problems

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to identify routine workplace problems and plan strategies to respond to them.

An individual performing these tasks works independently and uses familiar support resources as needed.

This unit applies to individuals who use, or are preparing to use, learning skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) learning core skill indicators .01 and .02 at level 3 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Learning

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan to respond to workplace problems	1.1 Identify predictable problems in the workplace and desired outcomes 1.2 Identify appropriate responses to predictable problems and

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Element	Performance Criteria
	resources required 1.3 Identify own role and role of others in resolving routine workplace problems
2. Propose problem solving strategies	2.1 Select a routine workplace problem to apply problem solving strategies 2.2 Identify internal and external factors contributing to the selected workplace problem 2.3 Apply suitable problem resolution practice to the situation 2.4 Assess and address potential barriers that may hinder problem solving process 2.5 Evaluate problem solving strategies and propose most appropriate
3. Review problem solving strategies	3.1 Seek feedback on proposed problem-solving strategy 3.2 Evaluate feedback and record 3.3 Revise strategies and make improvements as appropriate for future application

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKLRG09 Use strategies to respond to routine workplace problems.

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Assessment Requirements for FSKLRG009 Use strategies to respond to routine workplace problems

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify at least two routine workplace problems and propose appropriate problem-solving strategies
- review and discuss the above strategies with workplace or training mentor or supervisor on at least one occasion.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- routine problems relevant to workplace
- common internal and external factors that may contribute to routine workplace problems
- common workplace and personal barriers that may hinder the problem-solving process
- range of strategies to respond to routine workplace problems
- sources of advice and feedback
- strategies to evaluate feedback and make modifications to proposed problem solving strategy.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using routine texts or tasks that reflect those typically found in a workplace.

The following resources are to be made available:

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- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, learning, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

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FSKNUM003 Use whole numbers and halves for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge to use whole numbers into the 100s and halves in simple workplace tasks and texts. It includes locating and recognising mathematical information, performing simple mathematical processes and communicating simple mathematical information.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

This unit applies to individuals who use, or are preparing to use, numeracy skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) numeracy core skill indicators .09, .10 and .11 at level 1 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Numeracy

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify simple everyday numbers	1.1 Locate and recognise whole numbers into the 100s and halves in highly familiar short and simple oral workplace texts and tasks

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Element	Performance Criteria
	1.2 Locate and recognise whole numbers into the 100s and halves in highly familiar short and simple written workplace texts
2. Use simple arithmetical processes	2.1 Use simple addition to perform concrete workplace task involving one step 2.2 Use simple subtraction to perform concrete workplace task involving one step 2.3 Compare and order whole numbers in the 100s to perform concrete workplace task 2.4 Perform rough check of the reasonableness of simple arithmetical result with support
3. Communicate simple everyday number information	3.1 Use highly familiar and simple written representation to document simple workplace mathematical information in highly familiar workplace texts and tasks 3.2 Use everyday informal oral language to discuss simple number information in highly familiar workplace tasks and conversations

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKNUM03 Use whole numbers and money up to one thousand for work.

Links

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Assessment Requirements for FSKNUM003 Use whole numbers and halves for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- complete a workplace task using whole numbers and halves, including:
  - identifying simple number information
  - using simple arithmetical processes
  - communicating simple number information through written representation and oral language.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- purpose and application of arithmetical processes in the workplace
- place value for units, tens and hundreds and the role of zero as a place holder
- application of a halves and whole numbers into the 100s in the workplace
- relationship between adding and subtracting
- method and language for comparing and ordering whole numbers into the 100s
- purpose and method for roughly checking the reasonableness of the outcome
- mathematical symbols for half, numbers into the 100s, addition, subtraction and equals
- everyday informal oral language for half, numbers into the 100s, addition, subtraction, equals, bigger and smaller
- written language for numbers into the 100s.
-

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Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Assistive technologies can be utilised to assist with oral and written communication.

Skills must be demonstrated using short and simple texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- a basic calculator
- an expert or mentor to provide prompting and advice to learner, as needed.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, numeracy, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

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FSKNUM004 Use basic and familiar metric measurements for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge to use basic and familiar metric measurements and quantities in simple workplace tasks and texts. It includes locating and recognising measurement information, performing simple mathematical processes with measurements and communicating simple measurement information.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

This unit applies to individuals who use, or are preparing to use, numeracy skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) numeracy core skill indicators .09, .10 and .11 at level 1 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Numeracy

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify basic and	1.1 Locate basic and familiar metric measurements in highly familiar

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Element	Performance Criteria
familiar metric measurements	short and simple written workplace texts and tasks 1.2 Describe orally basic and familiar metric measurements in highly familiar short and simple written workplace texts and tasks
2. Use simple measurement processes	2.1 Perform basic and familiar metric measurements using simple workplace measurement equipment graduated in simple and familiar units 2.2 Compare basic and familiar metric measurements to perform concrete workplace tasks involving one step 2.3 Calculate measurements using simple addition and subtraction to calculate measurements to complete concrete workplace task involving one step 2.4 Perform rough check of the reasonableness of simple measurement result with support
3. Communicate simple measurement information	3.1 Use highly familiar and simple written representation to document simple workplace measurement information in highly familiar workplace texts and tasks 3.2 Use everyday informal oral language to discuss simple measurement information in highly familiar workplace tasks and conversations

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKNUM04 Locate, compare and use highly familiar measurements for work.

Links

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Assessment Requirements for FSKNUM004 Use basic and familiar metric measurements for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify basic and familiar metric measurement information in a highly familiar short and simple oral communication and a written workplace text with a highly explicit purpose, including:
  - locating and recognising three of the following:
    - length, width, height or depth
    - mass
    - capacity or volume
    - digital 12- hour time
    - temperature
    - dates
- use simple measurement processes to perform a workplace task involving at least three of the above measurements including:
  - estimating, selecting and using highly familiar measurement tools to measure using simple and familiar units
  - roughly checking the reasonableness of the result with support.
  -

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- purpose and application of basic and familiar metric measurement in the workplace
- meaning and abbreviations for basic and familiar metric units
- purpose, function, set up and safe use of basic and familiar measuring tools and equipment
- purpose, application and method for adding, subtracting and comparing basic and familiar measurements in the workplace

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- purpose and method for performing rough check of the reasonableness of the outcome with support
- everyday, informal comparative oral language for measurement
- simple mathematical symbols and abbreviations used in measurement.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Assistive technologies can be utilised to assist with oral and written communication.

Skills must be demonstrated using short and simple texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide prompting and advice to learner, as needed
- a calculator
- basic and familiar measuring tools and equipment.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, numeracy, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

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FSKNUM006 Use simple and highly familiar spatial information for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to use simple and familiar spatial information in highly familiar workplace maps, diagrams and oral directions. It includes locating and recognising direction and location information, performing simple spatial processes and communicating simple spatial information.

An individual performing this work operates alongside an expert or mentor where prompting advice can be provided.

This unit applies to individuals who use, or are preparing to use, numeracy skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. The unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) numeracy core skill indicators .09, .10 and .11 at level 1 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Numeracy

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify simple and	1.1 Locate and recognise familiar items, places and simple symbols

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Element	Performance Criteria
familiar spatial information	and pictorial representations in highly familiar short and simple written workplace maps and diagrams 1.2 Locate and identify simple and familiar locations described orally, that are in highly familiar short and simple workplace texts and tasks
2. Use simple spatial processes	2.1 Follow short and simple oral instructions of up to two steps to find workplace objects. 2.2 Give short and simple oral instructions of up to two steps to direct others to workplace objects 2.3 Use highly familiar workplace maps and diagrams to find workplace objects 2.4 Perform rough check of the reasonableness of spatial result with support
3. Communicate simple spatial information	3.1 Use highly familiar and simple written representation to write simple direction and location information in highly familiar workplace texts and tasks 3.1 Use everyday informal oral language to discuss simple spatial information in highly familiar workplace tasks and conversations

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKNUM06 Use highly familiar maps and diagrams for work.

Links

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Assessment Requirements for FSKNUM006 Use simple and highly familiar spatial information for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- use simple spatial processes to perform a workplace task and roughly check reasonableness of the result with support, including:
  - identifying simple spatial information
  - following simple and familiar oral directions of up to two steps to locate a workplace object/place
  - giving simple and familiar oral directions of up to two steps to locate a workplace object/place
  - using a highly familiar workplace map or diagram to locate a workplace object.
  -

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- purpose and workplace application of simple spatial information, including maps and diagrams
- purpose and features of common symbols or pictorial representations in highly familiar maps and diagrams and methods to identify objects/places
- purpose and method for performing rough check of the reasonableness of outcome with support
- everyday, informal oral language for position, including up, down, behind, in front, right, left.
-

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Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Assistive technologies can be utilised to assist with oral and written communication.

Skills must be demonstrated using short and simple texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide prompting and advice to learner, as needed
- workplace maps and diagrams.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, numeracy, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
    -

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FSKNUM007 Use simple data for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to use data in simple workplace tasks and texts including tables and graphs. It includes locating and recognising simple data, performing data handling processes and communicating simple data handling information.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

This unit applies to individuals who use, or are preparing to use, numeracy skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) numeracy core skill indicators .09, .10 and .11 at level 1 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Numeracy

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify simple data	1.1 Recognise and state orally the key features of highly familiar, simple graphs, charts and tables in highly familiar short and simple workplace texts and tasks

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Element	Performance Criteria
	1.2 Locate and recognise simple, explicit data in highly familiar, simple graphs, charts and tables in highly familiar short and simple workplace texts and tasks
2. Use simple data comparison processes	2.1 Compare simple data in highly familiar lists or tables to perform concrete workplace task 2.2 Compare simple data in highly familiar graphs to perform concrete workplace task 2.3 Perform rough check of reasonableness of data handling result with support
3. Communicate simple data handling information	3.1 Use highly familiar and simple written representation to document simple data handling information in highly familiar workplace texts and tasks 3.2 Use everyday informal oral language to discuss simple data handling information in highly familiar workplace tasks and conversations

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKNUM07 Locate specific information in highly familiar tables, graphs and charts for work.

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Assessment Requirements for FSKNUM007 Use simple data for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- use simple data handling process to perform a workplace task and roughly check the reasonableness of the result with support, including:
  - identifying data handling information in highly familiar short and simple oral and written workplace texts with a highly explicit purpose
  - comparing simple data in a highly familiar simple list or table
  - comparing simple data in a highly familiar simple graph
  - using relevant technology such as calculators.
  -

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- purpose and application of data handling in the workplace including highly familiar short and simple graphs and tables
- methods for finding and comparing simple data in lists, tables and graphs
- purpose and method for performing rough check of reasonableness of outcome with support
- everyday, informal oral language for data, lists, tables and graphs
- relevant technology such as, calculators.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Assistive technologies can be utilised to assist with oral and written communication.

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Skills must be demonstrated using short and simple texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide prompting and advice to learner, as needed
- tables, graphs and charts for simple workplace tasks.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, numeracy, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

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FSKNUM009 Use familiar and simple metric measurements for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to use familiar and simple metric measurements in familiar workplace tasks and texts. It includes identifying and interpreting measurement information, performing simple measurement processes, and communicating familiar measurement information.

An individual performing these tasks may work with an expert or mentor where support is available, if requested.

This unit applies to individuals who use, or are preparing to use, numeracy skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) numeracy core skill indicators .09, .10 and .11 at level 2 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Numeracy

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and interpret	1.1 Identify measurement information partially embedded in familiar

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Element	Performance Criteria
simple metric measurements	workplace tasks and texts in order to complete workplace measurement task 1.2 Interpret measurement information partially embedded in familiar workplace tasks and texts in order to complete workplace measurement task
2. Use familiar measurement processes	2.1 Select familiar measurement process relevant to workplace task 2.2 Estimate outcome of measurement to perform explicit, familiar and predictable workplace task involving more than one familiar step 2.3 Perform familiar metric measurements using simple workplace measurement equipment graded in familiar units 2.4 Calculate measurements using simple arithmetical processes to complete explicit workplace task involving more than one step 2.5 Perform reasonableness check of familiar measurement process and outcome in relation to estimation outcomes and workplace context
3. Communicate familiar measurement information	3.1 Use informal and some formal mathematical written representation to write familiar measurement process information in simple and familiar workplace texts and tasks 3.2 Use informal and some formal mathematical oral language to discuss familiar measurement process information in simple and familiar workplace tasks and texts

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKNUM09 Identify, measure and estimate familiar quantities for work.

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Assessment Requirements for FSKNUM009 Use familiar and simple metric measurements for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- interpret simple metric measurement information and units of measurement partially embedded in familiar oral and written workplace texts, including at least three of the following:
  - dimensions: length, width, height or depth
  - mass
  - capacity or volume
  - temperature
  - time
- use familiar measurement processes to perform a workplace task including at least three of the above measurements, including:
  - estimating and selecting familiar measurement tools to measure
  - calculating addition and subtraction of measurements
  - checking reasonableness of the measurement process and outcome in relation to estimated outcome and to the workplace context.

In the course of the above the candidate must demonstrate use of relevant technology, such as calculators or spreadsheets.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- purpose of workplace measurement relevant to meeting workplace objectives
- purpose, meaning and abbreviations for familiar metric units
- purpose, function, selection, set up and safe use of simple measuring tools and equipment
- methods to estimate, measure and calculate measurements

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- methods to perform reasonableness check of processes and outcomes in relation to the workplace context
- informal and some formal mathematical written language and symbolism
- relevant technology, such as calculators or spreadsheets.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using familiar texts and tasks with a clear purpose that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide support to learner if requested
- simple measuring equipment for workplace tasks.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, numeracy, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
    -

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FSKNUM012 Use familiar and simple data for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to identify and interpret familiar information in simple workplace tables, graphs and charts. It includes using familiar information and data in tables, graphs and charts to complete workplace activities, and communicate mathematical information.

An individual performing these tasks may work with an expert or mentor where support is available, if requested.

This unit applies to individuals who use, or are preparing to use, numeracy skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) numeracy core skill indicators .09, .10 and .11 at level 2 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Numeracy

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify familiar data	1.1 Recognise and identify key features of simple graphs, charts and tables partially embedded in familiar workplace texts and tasks

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Element	Performance Criteria
	1.2 Interpret familiar data and information in simple graphs, charts and tables partially embedded in familiar workplace texts and tasks in order to identify a question or issue to review
2. Use information in simple tables, graphs and charts for workplace task	2.1 Identify and compare data embedded in familiar and simple graphs, charts and tables relevant to workplace task 2.2 Relate information from tables, graphs and charts to relevant workplace task and the question or issue being reviewed 2.3 Perform reasonableness check of data and information extraction in relation to the workplace context
3. Communicate simple data handling information	3.1 Use informal and some formal mathematical written representation to write familiar data handling process information in simple and familiar workplace texts and tasks 3.2 Use informal and some formal mathematical oral language to discuss familiar data handling process information in simple and familiar workplace tasks and texts

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKNUM12 Identify and interpret information in familiar tables, graphs and charts for work.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178

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Assessment Requirements for FSKNUM012 Use familiar and simple data for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- use familiar data handling processes to perform a workplace task with familiar data, including:
  - interpreting familiar data partially embedded in familiar oral and written workplace texts comparing familiar data in a simple graph
  - sorting and ordering familiar data in a table
  - comparing familiar data in a table
  - checking reasonableness of the data handling process and outcome in relation to the workplace context
  - using relevant technology, such as calculators or spreadsheets.
  -

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- methods to identify simple tables, graphs and charts partially embedded in workplace materials
- key features of simple tables, graphs and charts
- techniques and language to locate, interpret and describe information in tables, graphs and charts
- purposes and uses of different graphs, including:
  - pictograph
  - column graph or bar graph
- methods to perform reasonableness check of processes and outcomes in relation to the workplace context
- informal and some formal mathematical written and oral language and symbolism

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- relevant technology, such as calculators or spreadsheets.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Assistive technologies can be utilised to assist with oral and written communication.

Skills must be demonstrated using familiar texts and tasks with a clear purpose that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide support to learner if requested
- simple tables, graphs and charts for workplace tasks.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, numeracy, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

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FSKNUM015 Estimate, measure and calculate with routine metric measurements for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to undertake routine workplace metric estimations, measurements and calculations to complete workplace tasks. It includes interpreting and selecting workplace measurement information, completing workplace measurement tasks, and communicating workplace measurement information.

An individual performing these tasks works independently and uses their own familiar support resources.

This unit applies to individuals who use, or are preparing to use, numeracy skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) numeracy core skill indicators .09, .10 and .11 at level 3 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Numeracy

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select and interpret	1.1 Identify and select familiar and routine measurement information

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Element	Performance Criteria
familiar and routine workplace measurement information	embedded in workplace tasks and texts in order to complete workplace measurement task 1.2 Interpret familiar and routine measurement information embedded in workplace tasks and texts in order to complete workplace measurement task
2. Complete workplace measurement task	2.1 Select mathematical problem solving process for completing the measurement task 2.2 Estimate measurements required to complete workplace tasks 2.3 Select and use measurement equipment to take workplace measurements 2.4 Calculate with measurements to complete workplace tasks 2.5 Check and reflect on estimation, measurement and calculation outcomes and appropriateness of outcome to workplace task
3. Communicate workplace measurement information	3.1 Use informal and formal written mathematical representation to document and report on workplace measurement and problem solving process and results 3.2 Use informal and formal mathematical language to present and discuss workplace measurement and problem solving process and results

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKNUM15 Estimate, measure and calculate with routine metric measurements for work.

Links

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Assessment Requirements for FSKNUM015 Estimate, measure and calculate with routine metric measurements for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify routine and familiar metric measurement information and units of measurement in workplace texts and perform routine measurements, calculations, and conversions using at least three of the following measurements:
  - length or perimeter
  - mass
  - volume or capacity
  - temperature
  - area of a rectangle or square.

In the course of the above the candidate must demonstrate use of relevant technology, such as calculators or spreadsheets.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- purpose of workplace measurement relevant to meeting workplace objectives
- purpose and meaning of metric unit prefixes
- purpose, function, selection, set up and safe use of routine measurement tools and equipment
- methods to estimate, measure and calculate measurements
- methods for using estimation and assessment skills to check and reflect on outcome and its appropriateness to the workplace task
- informal and some formal mathematical written and oral language and symbolism of measurement
- relevant technology such as calculators or spreadsheets.

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Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Assistive technologies can be utilised to assist with oral and written communication.

Skills must be demonstrated using routine texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- a calculator
- measurement equipment relevant to the workplace
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, numeracy, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
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FSKNUM019 Interpret routine tables, graphs and charts and use information and data for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to select and interpret information in routine tables, graphs and charts. This includes using routine calculations to interpret and compare information and methods of display.

An individual performing these tasks works independently and uses familiar support resources as needed.

This unit applies to individuals who use, or are preparing to use, numeracy skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) numeracy core skill indicators .09, .10 and .11 at level 3 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Numeracy

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select and interpret relevant familiar and	1.1 Identify and use key features of routine workplace graphs, charts and tables

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Element	Performance Criteria
routine workplace data	1.2 Interpret and select relevant workplace data and information represented in routine tables, graphs and charts in order to identify a question or issue to review
2. Interpret information in routine tables, graphs and charts for workplace task	2.1 Select mathematical problem solving process for completing workplace task 2.2 Interpret data embedded in routine graphs, charts and tables relevant to workplace task 2.3 Relate information from tables, graphs and charts to relevant workplace task and the question or issue being reviewed 2.4 Check and reflect on data interpretation and outcomes and appropriateness of outcome to workplace task
3. Communicate results	3.1 Use informal and formal written mathematical representation to document and report on data and information interpretation and problem solving process and results 3.2 Use informal and formal mathematical language to present and discuss data and information interpretation and problem solving process and results

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Evaluates the reliability of sources of routine information • Understands usefulness of visual presentation of data

Mapping Information

Supersedes and is equivalent to FSKNUM19 Interpret routine tables, graphs and charts for work.

Links

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Assessment Requirements for FSKNUM019 Interpret routine tables, graphs and charts and use information and data for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- extract and interpret statistical information from each of the following embedded in a workplace text or task:
  - routine and familiar workplace table
  - routine and familiar workplace graph/chart
- interpret information in table and graph or chart above, including:
  - comparing data
  - determining and describing data features and trends
  - identifying data anomalies or misleading data pieces
  - making conclusions or summaries of data.

In the course of the above the candidate must demonstrate use of relevant technology, such as graphing calculators or spreadsheets.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- types of statistical information
- different types, purposes and uses of routine graphs and charts
- common features of routine tables, graphs and charts
- methods to perform calculations with data and information
- methods to use data and information to inform or persuade
- methods to identify misleading data
- methods to perform reasonableness check of processes and outcomes in relation to the workplace context
- informal and some formal mathematical written and oral language and symbolism

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- relevant technology, such as graphic calculators or spreadsheets.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Assistive technologies can be utilised to assist with oral and written communication.

Skills must be demonstrated using routine texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- a calculator
- tables, graphs and charts utilised in the performance evidence
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, numeracy, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
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FSKNUM031 Apply specialised mathematical calculations for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge to extract and analyse a range of complex mathematical information and complete specialised mathematical calculations and processes in workplace tasks. This includes extracting and analysing complex workplace mathematical information, using rational and relevant irrational numbers, and performing calculations from specialist areas of mathematics applicable to the workplace, and communicating workplace mathematical information.

An individual performing these tasks works autonomously and accesses and evaluates support from a broad range of sources as needed.

This unit applies to individuals who use, or are preparing to use, numeracy skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) numeracy core skill indicators .09, .10 and .11 at level 5 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Numeracy

Elements and Performance Criteria

Element	Performance Criteria

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Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Extract and analyse complex workplace mathematical information	1.1 Extract highly embedded specialised mathematical information from a range of complex workplace texts and tasks 1.2 Analyse and synthesise specialised mathematical information needed to complete workplace task 1.3 Incorporate information from other sources to inform and support analysis of the extracted information, where necessary
2. Use highly developed mathematical problem solving processes	2.1 Select method of solution from an expanded range of highly developed, specialised mathematical problem solving strategies and processes to complete workplace task 2..2 Estimate outcome of calculations related to using specialised mathematical problem solving strategies and processes to complete workplace task 2.3 Use specialised mathematical problem solving strategies and processes to perform workplace task 2.4 Check and reflect on mathematical problem solving processes and outcomes in relation to initial estimates and the workplace context
3. Communicate workplace mathematical information	3.1 Use formal, specialised and general mathematical representation to document and communicate mathematical thinking, problem solving process, outcomes and implications 3.2 Use specialised and general mathematical language to discuss, explain and interpret the processes, results and implications

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Technology	• Uses a scientific calculator

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Mapping Information

Supersedes and is equivalent to FSKNUM31 Apply a wide range of mathematical calculations for work.

Links

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Assessment Requirements for FSKNUM031 Apply specialised mathematical calculations for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- perform a broad range of multi-step mathematical problem solving processes with rational and irrational numbers to complete a sophisticated workplace task, including at least two of the following:
  - apply and transpose relevant formulas
  - use and apply laws of indices and powers
  - manipulate and simplify rational and irrational numbers
  - perform applications or calculations from a specialist area of mathematics
- make estimations to check problem solving outcomes and determine appropriate accuracy required for above task
- critically review mathematic processes and outcomes obtained during the above, evaluating real-world implications.

In the course of the above the candidate must demonstrate use of relevant technology such as CAS calculator, spreadsheets or other mathematical or workplace software

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- at least two of the following:
  - use and application of rational and irrational numbers
  - purpose of indices and powers and application of index laws
  - use, application and interpretation of relevant complex formulas and their transposition
  - use, application and interpretation of relevant calculations from a specialist area of mathematics
- problem solving techniques to analyse results

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- purpose, function and use of relevant technology such as CAS calculator, spreadsheets or other mathematical or workplace software
- implications of calculations and results for workplace tasks
- specialised and formal mathematical language and symbolism relevant to workplace task
- specialised mathematical oral language relevant to workplace task.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Assistive technologies can be utilised to assist with oral and written communication.

Skills must be demonstrated independently, using highly complex texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- a calculator
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, numeracy, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
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FSKOCM002 Engage in short and simple spoken exchanges at work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to interact with others in short and simple spoken exchanges at work, which have an explicit purpose, involve a familiar context and require the use of highly familiar vocabulary. For example, following simple instructions, asking or responding to simple questions, engaging in informal exchanges with colleagues, leaving a short telephone message, or describing a routine task.

An individual performing these tasks operates alongside an expert or mentor where prompting and advice can be provided.

This unit applies to individuals who use, or are preparing to use, oral communication skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) oral communication core skill indicators .07 and .08 at level 1 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Oral Communication

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Element	Performance Criteria
1. Prepare to interact in short and simple workplace spoken exchange	1.1 Identify type of spoken workplace exchange 1.2 Identify purpose and audience of exchange 1.3 Identify oral communication strategies required for engagement in exchange
2. Interact in spoken exchange	2.1 Use oral communication strategies to engage in exchange 2.2 Interact using basic grammar, highly familiar vocabulary and simple pronunciation appropriate to workplace 2.3 Recognise and use simple non-verbal communication methods
3. Review interaction	3.1 Seek feedback on whether exchange was appropriate for audience 3.2 Assess effectiveness of exchange in meeting identified purpose, with assistance

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to FSKOCM02 Engage in basic spoken exchanges at work.

Links

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Assessment Requirements for FSKOCM002 Engage in short and simple spoken exchanges at work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- participate in at least two different short, simple and explicit spoken workplace exchanges.

Exchanges must be appropriate to audience and purpose and participation must include speaking and listening.

For individuals competent in this unit long pauses and numerous repetitions may be evident in spoken exchanges.

Knowledge Evidence

During the above spoken exchange the candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- common purposes and audiences of short and simple workplace exchanges
- relevant oral communication strategies that support short and simple spoken exchanges
- simple non-verbal communication techniques for short and simple spoken workplace exchanges
- highly familiar vocabulary related to self and work context
- basic grammatical structures and simple verb tenses.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context. Spoken exchanges must be undertaken with real individuals.

Skills must be demonstrated using short, simple and explicit oral exchanges that reflect those typically undertaken in a workplace.

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The following resources are to be made available:

- an expert or mentor to provide prompting and advice to learner, as needed
- own familiar support resources
- participants for short and simple exchanges described in performance evidence.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, oral communication, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
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FSKOCM003 Participate in familiar spoken interactions at work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to participate in a limited range of familiar spoken interactions in the workplace, such as talking with co-workers, participating in workplace meetings, giving and responding to simple instructions, receiving and passing on simple messages, making an inquiry, or reporting a problem.

An individual performing these tasks may work with an expert or mentor where support is available if requested.

This unit applies to individuals who use, or are preparing to use, oral communication skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) oral communication core skill indicators .07 and .08 at level 2 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Oral Communication

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to participate in familiar	1.1 Identify type of spoken workplace interaction

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Element	Performance Criteria
spoken interaction	1.2 Identify the purpose and audience of interaction 1.3 Identify content of interaction and required information 1.4 Identify oral communication strategies required for participation in interaction
2. Interact in spoken exchange	2.1 Use oral communication strategies for simple interactions 2.2 Interact using simple grammar, familiar vocabulary and mostly intelligible pronunciation 2.3 Recognise and use appropriate non-verbal communication methods
3. Review interaction	3.1 Seek feedback on whether exchange was appropriate for audience and purpose 3.2 Reflect on performance to identify areas for improvement, with assistance

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to FSKOCM03 Participate in simple spoken interactions at work.

Links

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Assessment Requirements for FSKOCM003 Participate in familiar spoken interactions at work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- participate in and review performance in at least two different simple spoken workplace interactions appropriate to audience and purpose.

Participation must include speaking and listening.

Knowledge Evidence

During the above spoken exchange the candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- common purposes and audiences of simple workplace interactions
- relevant oral communication strategies that support familiar spoken interactions
- non-verbal communication methods to clarify and confirm meaning
- simple grammar and key vocabulary of personal significance
- simple verb tenses in sentences with one or more clauses
- some differences between informal and formal registers.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context. Spoken exchanges must be undertaken with real individuals.

Skills must be demonstrated using familiar oral exchanges that reflect those typically undertaken in a workplace.

The following resources are to be made available:

- an expert or mentor to provide support to learner if requested

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- own familiar support resources
- participants for familiar spoken interactions described in performance evidence.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, oral communication, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
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FSKOCM004 Use oral communication skills to participate in workplace meetings

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to use oral communication skills to contribute to workplace meetings, such as internal team meetings, staff meetings, external meeting with clients or suppliers, industry committee meetings, project meetings, and work health and safety (WHS) meetings.

An individual performing these tasks works independently and uses familiar support resources as needed.

This unit applies to individuals who use, or are preparing to use, oral communication skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) oral communication core skill indicators .07 and .08 at level 3 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Oral Communication

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to participate	1.1 Identify purpose of the meeting and desired outcome

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Element	Performance Criteria
in workplace meeting	1.2 Identify meeting participants and level of formality 1.3 Confirm any sensitivities or confidentialities
2. Participate in meeting	2.1 Use oral communication strategies to contribute to meeting 2.2 Participate using conventional grammar, every day and some specific vocabulary and routine pronunciation 2.3 Recognise and use appropriate non-verbal communication strategies
3. Review performance	3.1 Seek feedback on own contribution to meeting 3.2 Evaluate own performance and communication strategies to identify areas for improvement

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to FSKOCM04 Use oral communication skills to participate in workplace meetings.

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Assessment Requirements for FSKOCM004 Use oral communication skills to participate in workplace meetings

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- participate and review performance in at least two different workplace meetings.

Participation must include speaking and listening.

Knowledge Evidence

During the above spoken exchange the candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- common purposes and outcomes of routine workplace meetings
- typical participants of workplace meetings and relevance of participants to the appropriate register of communication
- sensitivities or confidentialities relevant to workplace
- relevant oral communication strategies that support participation in workplace meetings
- non-verbal communication strategies to participate in workplace meetings
- range of tenses and appropriate use
- intelligible pronunciation of key language
- routine and some specialised vocabulary
- strategies to evaluate performance.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context. Spoken exchanges must be undertaken with real individuals.

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Skills must be demonstrated using routine oral exchanges that reflect those typically undertaken in a workplace.

The following resources are to be made available:

- own familiar support resources
- participants for workplace meetings described in performance evidence.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, oral communication, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
    -

Links

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FSKRDG002 Read and respond to short and simple workplace signs and symbols

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to interpret and respond to highly familiar, short and simple workplace signs and symbols in printed or digital formats, such as Work Health and Safety (WHS) symbols, safety tags, and warning signs.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

This unit applies to individuals who use, or are preparing to use, reading skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) reading core skill indicators .03 and .04 at level 1 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Reading

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to read highly familiar, short and simple	1.1 Identify personally relevant reason for reading sign or symbol

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Element	Performance Criteria
workplace signs and symbols	1.2 Identify audience and highly explicit purpose of sign or symbol 1.3 Identify key features of sign or symbol
2. Interpret information in signs and symbols	2.1 Use reading strategies to recognise information on sign or symbol 2.2 Construct meaning from sign or symbol
3. Check and identify response to signs and symbols	3.1 Check interpretation of sign or symbol meaning is correct 3.2 Identify appropriate response to sign or symbol

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to FSKRDG02 Read and respond to basic workplace signs and symbols.

Links

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Assessment Requirements for FSKRDG002 Read and respond to short and simple workplace signs and symbols

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- interpret and identify appropriate response to at least three different highly familiar, short and simple workplace signs and symbols, one of which must be a sign and one a symbol.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- relevant reasons for reading workplace signs and symbols
- purpose and uses of highly familiar, short and simple workplace signs and symbols
- common features of short and simple workplace signs and symbols and their uses
- reading strategies that support the interpretation of highly familiar, short and simple workplace signs and symbols
- high frequency vocabulary
- methods to check understanding of signs and symbols
- suitable responses to highly familiar, short and simple signs and symbols.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using short and simple signs and symbols that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide prompting and advice to learner, as needed

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- pictorial or bilingual dictionary
- small bank of workplace signs and symbols containing highly explicit text
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, reading, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
    -

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FSKRDG004 Read and respond to short and simple workplace information

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to identify and respond to information in short and simple workplace texts in printed or digital formats, such as short messages (SMS, email, handwritten), notices, simple procedures and instructions, short forms, rosters, simple diagrams and tables.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

This unit applies to individuals who use, or are preparing to use, reading skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) reading core skill indicators .03 and .04 at level 1 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Reading

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to read short	1.1 Identify personally relevant reason for reading workplace text

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Element	Performance Criteria
and simple workplace text	1.2 Identify text type 1.3 Identify audience and highly explicit purpose of text 1.4 Identify key text features
2. Interpret information in text	2.1 Locate relevant information in text for initial understanding 2.2 Identify high-frequency vocabulary in the information 2.3 Use reading strategies to interpret relevant information and construct meaning
3. Check and identify response to text	3.1 Check information has been correctly understood 3.2 Identify appropriate response to information in text

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to FSKRDG04 Read and respond to basic workplace information and FSKRDG03 Read and respond to basic workplace instructions.

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Assessment Requirements for FSKRDG004 Read and respond to short and simple workplace information

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

Evidence of the ability to complete tasks outlined in the elements, performance criteria, and foundation skills of this unit, including on at least one occasion, evidence of the ability to:

- interpret and identify appropriate responses to specific information in at least two different short and simple workplace texts, with at least one being workplace instructions.
-

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- personally relevant reasons for reading short and simple workplace texts
- types of short and simple workplace texts and forms
- clear, simple and familiar purpose and uses of short and simple workplace texts
- common features of short and simple workplace texts and their uses
- techniques to navigate short and simple workplace texts to locate general and specific information
- high-frequency words, basic sight words and common phrases
- reading strategies to support recognising and interpreting information in short and simple workplace texts
- methods to check understanding of text
- suitable responses to short and simple workplace information.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

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Skills must be demonstrated using short and simple information and texts that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide prompting and advice to learner, as needed
- pictorial or bilingual dictionary
- own familiar support resource
- short and simple workplace information.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, reading, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
    -

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FSKRDG005 Read and respond to simple and familiar workplace procedures

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to identify, interpret and respond to information in simple workplace procedures in printed or digital formats, such as safety procedures, safety checks, simple operating procedures, and instructions on machinery or forms.

An individual performing these tasks may work with an expert or mentor where support is available if requested.

This unit applies to individuals who use, or are preparing to use, reading skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) reading core skill indicators .03 and .04 at level 2 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Reading

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to read simple	1.1 Identify purpose for reading and select workplace procedure

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Element	Performance Criteria
and familiar workplace procedure	relevant to task 1.2 Identify audience and purpose of procedure 1.3 Identify text features, including text structure and presence of any visuals
2. Identify and interpret information in procedure	2.1 Navigate text to locate relevant information 2.2 Identify and interpret familiar workplace terminology in text 2.3 Use reading strategies to interpret relevant information and construct meaning
3. Check understanding and identify response to procedure	3.1 Check that information in workplace procedure has been correctly understood 3.2 Use information to identify appropriate response

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to FSKRDG05 Read and respond to simple workplace procedures.

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Assessment Requirements for FSKRDG005 Read and respond to simple and familiar workplace procedures

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- interpret and identify appropriate response to information in two different simple and familiar workplace procedures.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- reasons for reading and engaging with simple workplace procedures
- types of workplace procedures
- purpose and uses of simple workplace procedures
- distinguishing features and range of simple workplace procedures, their uses and how to navigate using features
- familiar terminology, vocabulary and acronyms relevant to simple workplace procedures
- techniques to navigate simple workplace procedures to locate general and specific information
- simple sequencing of information in texts
- reading strategies that support the interpretation of simple and familiar workplace procedures
- suitable responses to simple workplace procedures.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

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Skills must be demonstrated using simple and familiar procedures with a limited number of steps and reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide support to learner if requested
- dictionary or online resource to check word meanings
- own familiar support resources
- simple and familiar workplace procedures.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, reading, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
    -

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FSKRDG008 Read and respond to information in routine visual and graphic texts

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to interpret and respond to routine visual and graphic texts in printed or digital formats, such as tables, charts, spreadsheets, diagrams, maps and plans.

An individual performing these tasks works independently and uses familiar support resources as needed.

This unit applies to individuals who use, or are preparing to use, reading skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) reading core skill indicators .03 and .04 at level 3 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Reading

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to read routine visual and graphic text	1.1 Identify reason for reading text and explicit questions to be answered

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Element	Performance Criteria
	1.2 Identify type of visual or graphic text 1.3 Identify purpose of text 1.4 Identify key text features
2. Interpret text	2.1 Use structure and features of text to navigate text and locate relevant information 2.2 Identify and interpret workplace terminology in texts 2.3 Use reading strategies to interpret relevant information and construct meaning
3. Check understanding and identify response to text	3.1 Check that information in text is correctly understood 3.2 Use information to identify appropriate response

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Numeracy	• Understands layout of tables, graphs, spreadsheets, diagrams, and maps

Unit Mapping Information

Supersedes and is equivalent to FSKRDG08 Read and respond to routine visual and graphic texts.

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Assessment Requirements for FSKRDG008 Read and respond to information in routine visual and graphic texts

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

Evidence of the ability to complete tasks outlined in the elements, performance criteria, and foundation skills of this unit, including on at least one occasion, evidence of the ability to:

- identify, interpret and respond to information in at least two different routine visual and graphic texts.
-

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- reasons for reading routine workplace texts and explicit questions to be answered through reading
- purpose and uses of routine visual and graphic texts
- distinguishing features of routine workplace texts and how to use these features to identify the visual or graphic text type
- techniques to navigate routine texts to locate information, using text structure and features
- techniques to self-monitor reading for sense and accuracy
- some specialised workplace terminology
- reading strategies that support the interpretation of routine visual and graphic texts
- suitable responses to information in routine visual and graphic texts.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using routine visual and graphic texts that reflect those typically found in a workplace.

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The following resources are to be made available:

- own familiar support resources
- dictionary or other references to determine the meaning of unknown words
- routine visual and graphic texts.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, reading, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
    -

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FSKRDG009 Read and respond to routine standard operating procedures

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to interpret and respond to routine standard operating procedures in printed or digital formats, such as pre-operational safety checklists, lists of protective and emergency equipment, or steps to undertake when using equipment.

An individual performing these tasks works independently and uses familiar support resources as needed.

This unit applies to individuals who use, or are preparing to use, reading skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) reading core skill indicators .03 and .04 at level 3 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Reading

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to read routine	1.1 Identify reason for reading procedure and explicit questions to be

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Element	Performance Criteria
standard operating procedure	answered 1.2 Identify purpose of routine standard operating procedure and intended audience 1.3 Identify text features, including structure and presence of any visuals in the text 1.4 Identify distinguishing language features
2. Interpret operating procedure	2.1 Use structure and features of operating procedure to navigate text and locate relevant information 2.2 Identify and interpret workplace terminology in text 2.3 Use reading strategies to interpret relevant information and construct meaning
3. Check understanding and identify response to procedure	3.1 Check that information in standard operating procedure has been correctly understood 3.2 Use information to identify appropriate response

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to FSKRDG09 Read and respond to routine standard operating procedures.

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Assessment Requirements for FSKRDG009 Read and respond to routine standard operating procedures

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- interpret and identify appropriate response to at least two different routine standard operating procedures.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- reasons for reading routine standard operating procedures and explicit questions to be answered through reading
- typical audiences of standard workplace operating procedures
- distinguishing text features of routine standard operating procedures
- language features employed as signalling devices in operating procedures
- techniques to navigate routine standard operating procedures to locate information
- techniques to self-monitor reading for sense and accuracy
- techniques to integrate information from visual and written texts
- reading strategies to support the interpretation of routine standard operating procedures
- suitable responses to routine standard operating procedures.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using routine standard operating procedures that reflect those typically found in a workplace.

The following resources are to be made available:

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- own familiar support resources
- dictionary or other references to determine the meaning of unknown words
- routine standard operating procedures.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, reading, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
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FSKWTG002 Write short and simple workplace formatted texts

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to complete short and simple workplace formatted texts, which have a highly explicit purpose and are in printed or digital formats. Formatted texts include personnel forms, time sheets, checklists, absent slips and maintenance/work logs.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

This unit applies to individuals who use, or are preparing to use, writing skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) writing core skill indicators .05 and .06 at level 1 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Writing

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to complete short and simple	1.1 Identify highly explicit purpose of text

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Element	Performance Criteria
workplace formatted text	1.2 Locate very restricted range of text features
2. Complete text	2.1 Identify fields in form requiring information 2.2 Identify basic personal or workplace information required to complete text 2.3 Write routine, everyday information required by form using limited vocabulary, grammatical accuracy and writing conventions
3. Check completed text	3.1 Check writing by re-reading completed information and make some corrections with guidance 3.2 Review text for completeness 3.3 Finalise text based on re-reading

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to FSKWTG02 Write basic workplace formatted texts.

Links

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Assessment Requirements for FSKWTG002 Write short and simple workplace formatted texts

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- complete, check and finalise two of the following different short and simple workplace formatted texts for a highly familiar context, in line with required purpose:
  - personnel form: application for leave, time sheets, absent slip
  - checklist
  - maintenance/work log
  - message or note in workplace message proforma
  - roster
  - standard workplace forms, for example, vehicle log or reimbursement form for expenses.
  -

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- common purposes and uses of short and simple workplace formatted texts
- basic grammatical structures and limited verb tenses
- basic punctuation
- common text features of short and simple workplace formatted texts
- common symbols relevant to workplace formatted texts
- simple strategies to check writing.
-

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Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using short and simple texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- short and simple workplace forms requiring completion
- an expert or mentor to provide prompting and advice to learner, as needed
- functioning computer and keyboard when digital form is being completed in the performance evidence
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, writing, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
    -

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FSKWTG003 Write short and simple workplace information

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to write short and simple workplace information which has a highly explicit purpose and is in printed or digital formats. Information may include simple emails and messages, SMS texts, instant messages, short activity or process summaries and personnel forms.

An individual performing these tasks operates alongside an expert or mentor where prompting and advice can be provided as needed.

This unit applies to individuals who use, or are preparing to use, writing skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) writing core skill indicators .05 and .06 at level 1 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Writing

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to write short and simple workplace	1.1 Identify highly explicit purpose of information

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Element	Performance Criteria
information	1.2 Locate very restricted range of text features 1.3 Identify key personal and workplace information required to draft text
2. Draft information	2.1 Develop simple structure for information to be written 2.2 Draft information using limited vocabulary, grammatical accuracy and writing conventions
3. Check and finalise information	3.1 Check writing by re-reading completed information and make some corrections with guidance 3.2 Check that information is suitable for identified purpose 3.3 Finalise information based on re-reading

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Uses simple processes to make links between two or more pieces of information

Unit Mapping Information

Supersedes and is equivalent to FSKWTG03 Write basic workplace information.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178

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Assessment Requirements for FSKWTG003 Write short and simple workplace information

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- complete, check and finalise two of the following different short and simple workplace texts for a highly familiar context:
  - workplace email
  - short electronic message text
  - simple email
  - simple message
  - instant message
  - short activity or process summary
  - simple information about workplace matter.
  -

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- purpose and uses of common short and simple workplace information types
- basic grammatical structures and limited verb tenses
- basic punctuation
- common text features of short and simple workplace texts and uses of simple text structures
- simple strategies to check writing.
-

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Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using short and simple texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide prompting and advice to learner, as needed
- functioning digital technology when digital information is being written in the performance evidence
- paper-based or electronic dictionary
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, writing, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
    -

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178

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FSKWTG008 Complete routine workplace formatted texts

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to complete routine workplace formatted texts, which may be in printed or digital format, such as online training applications, accident or incident reports, job report forms, purchase orders with detailed goods descriptions, shift handover reports, job applications, or performance appraisal forms.

An individual performing these tasks works independently and uses familiar support resources as needed.

This unit applies to individuals who use, or are preparing to use, writing skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) writing core skill indicators .05 and .06 at level 3 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Writing

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to complete routine workplace	1.1 Identify audience and purpose of formatted text 1.2 Locate and interpret required fields for completion in formatted

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Element	Performance Criteria
formatted text	text 1.3 Locate and select information required to complete text 1.4 Plan steps required to complete text
2. Draft text	2.1 Use appropriate vocabulary, grammatical structures and conventions to write text 2.2 Logically organise and present information in formatted text
3. Review and finalise text	3.1 Review and revise draft text for completeness, accuracy and intended purpose 3.2 Proof read draft text for spelling, punctuation and grammar 3.3 Finalise text for use

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Uses a dictionary or online resource to check word meaning and spelling

Unit Mapping Information

Supersedes and is equivalent to FSKWTG08 Complete routine workplace formatted texts.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178

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Assessment Requirements for FSKWTG008 Complete routine workplace formatted texts

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- complete and review two of the following different routine workplace formatted texts appropriate to audience and purpose:
  - workplace form or template, for example, incident report form including sections for description of incident, action taken, and follow up action required
  - job application or training request form
  - shift handover report in template
  - pro-formas, for example, purchase orders requiring detailed descriptions of goods
  - job report form, for example, vehicle maintenance record form
  - performance appraisal review form.
  -

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- common features of routine workplace formatted texts and their uses
- the purpose and use of different formatted texts to communicate relevant information and ideas to differing audiences
- techniques for planning completion of routine workplace formatted texts
- methods to organise and sequence information
- grammar and vocabulary appropriate for routine workplace formatted texts
- strategies to spell unfamiliar words
- punctuation appropriate to routine workplace formatted texts
- techniques to proofread, review and revise texts.
-

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Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using routine formatted texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- routine workplace forms requiring completion
- functioning computer and keyboard when digital information is being written in the performance evidence
- paper-based or electronic dictionary
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, writing, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
    -

Links

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FSKWTG009 Write routine workplace texts

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to write formal and non-formal routine workplace texts and could be used for a variety of writing types and purposes in printed or digital formats, including letters and emails, instructions, quotation for proposed work factual texts, incident or accident reports, application letter, forms, or formatted job reports.

An individual performing these tasks works independently and uses familiar support resources as needed.

This unit applies to individuals who use, or are preparing to use, writing skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) writing core skill indicators .05 and .06 at level 3 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Writing

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to write routine workplace text	1.1 Identify type and structure of routine workplace text 1.2 Identify audience and purpose of text and determine appropriate

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Element	Performance Criteria
	register of writing 1.3 Locate and select information required to complete text 1.4 Plan structure of the text and steps required to complete
2. Draft text	2.1 Select text structure, features and layout consistent with text type 2.2 Use drafting strategies to write routine workplace text 2.3 Use appropriate vocabulary, grammatical structures and conventions to write text 2.4 Logically sequence and interrelate information and ideas in draft text 2.5 Format text with appropriate layout and presentation to meet workplace purpose
3. Review and finalise text	3.1 Review and revise draft text for completeness, accuracy and intended purpose 3.2 Check writing is appropriate to workplace audience 3.3 Proof read draft text for spelling, punctuation and grammar 3.4 Finalise text for use

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to FSKWTG09 Write routine workplace texts and FSKWTG07 Write routine formal workplace texts.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178

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Assessment Requirements for FSKWTG009 Write routine workplace texts

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- write and review two of the following different routine workplace texts:
  - email or letter for routine workplace communication
  - formal email or letter to client, supplier, contractor or human resources
  - covering letter for job application
  - routine report, for example, accident or incident report
  - instructions for using every day technology, for example, machinery or equipment
  - factual text, for example, job history as part of an application letter, or text following workplace guidelines
  - performance appraisal review form and personal goals
  - record of customer comments regarding quality of service provided
  - notes from a short workplace discussion.
  -

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- common features of a range of routine workplace texts and their uses
- purpose of different text types, formats and layouts to communicate relevant information and ideas to differing audiences
- techniques for planning routine workplace texts
- methods to organise and sequence information
- informal and formal register and relevance to different workplace audiences and purposes
- grammar and vocabulary appropriate for routine workplace texts
- acronyms and idioms relevant to workplace

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- punctuation appropriate to routine formal workplace texts and techniques to use as an aid to meaning
- strategies to spell unfamiliar words
- use and application of automated writing assistance tools, such as spellchecking devices
- techniques to proofread, review and revise texts.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using routine formal texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- functioning computer and keyboard when digital information is being written in the performance evidence
- paper-based or electronic dictionary
- paper-based or electronic thesaurus
- automated writing assistance tools utilised in the knowledge evidence
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, writing, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
    -

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HLTAID011 Provide First Aid

Modification History

Not applicable.

Application

This unit describes the skills and knowledge required to provide a first aid response to a casualty in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

The unit applies to all persons who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation.	1.1. Recognise and assess an emergency situation. 1.2. Ensure safety for self, bystanders and casualty. 1.3. Assess the casualty and recognise the need for first aid response. 1.4. Seek assistance from emergency services.
2. Apply appropriate first aid procedures.	2.1. Perform cardiopulmonary resuscitation (CPR) in accordance ARC guidelines. 2.2. Provide first aid in accordance with established first aid principles. 2.3. Display respectful behaviour towards casualty. 2.4. Obtain consent from casualty where possible. 2.5. Use available resources and equipment to make the casualty as comfortable as possible. 2.6. Operate first aid equipment according to manufacturers' instructions. 2.7. Monitor the casualty's condition and respond in accordance with first aid principles.

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3. Communicate details of the incident.	3.1. Accurately convey incident details to emergency services. 3.2. Report details of incident in line with appropriate workplace or site procedures. 3.3. Complete applicable workplace or site documentation, including incident report form. 3.4. Maintain privacy and confidentiality of information in line with statutory or organisational policies.
4. Review the incident.	4.1. Recognise the possible psychological impacts on self and other rescuers and seek help when required. 4.2. Contribute to a review of the first aid response as required.

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and not equivalent to HLTAID003 Provide first aid

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID011 Provide First Aid

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the workplace or community setting.

There must be evidence that the candidate has completed the following tasks in line with State/Territory regulations, first aid codes of practice, first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies and workplace or site procedures:

- managed, in line with ARC guidelines, the unconscious, breathing casualty including appropriate positioning to reduce the risk of airway compromise
- managed, in line with ARC guidelines, the unconscious, non-breathing adult, including:
  - performing at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - following the prompts of an automated external defibrillator (AED) to deliver at least one shock
  - demonstrating a rotation of single rescuer operators with minimal interruptions to compressions
  - responding appropriately in the event of regurgitation or vomiting
- managed, in line with ARC guidelines, the unconscious, non-breathing infant, including:
  - performing at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- managed casualties, with the following:
  - anaphylaxis
  - asthma
  - non-life-threatening bleeding
  - choking
  - envenomation, using pressure immobilisation
  - fractures, dislocations, sprains and strains, using appropriate immobilisation techniques
  - minor wound cleaning and dressing
  - nosebleed
  - shock

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- responded to at least one simulated first aid incident contextualised to the candidate's workplace or community setting, where the candidate has no knowledge of the casualty's condition prior to starting treatment, including:
  - identifying the casualty's illness or injury through history, signs and symptoms
  - using personal protective equipment (PPE) as required
  - providing appropriate first aid treatment
  - conveying incident details to emergency services or advising casualty on any required post incident action
  - providing an accurate verbal and written report of the incident
  - reviewing the incident.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- guidelines and procedures including:
  - ARC guidelines relevant to the provision of first aid
  - first aid guidelines from Australian national peak clinical bodies
  - potential incident hazards and risk minimisation processes when providing first aid
  - infection control procedures, including use of standard precautions and resuscitation barrier devices
  - requirements for currency of skill and knowledge
  - first aid codes of practice
  - appropriate workplace or site procedures relevant to the provision of first aid
  - contents of first aid kits
- legal, workplace and community considerations including:
  - duty of care requirements
  - own skills and limitations
  - consent and how it relates to the conscious and unconscious casualty
  - privacy and confidentiality requirements
  - awareness of potential need for stress management techniques and available support for rescuers
- considerations when providing CPR, including:
  - upper airway and effect of positional change
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - safety and maintenance procedures for an AED
  - chain of survival
  - how to access emergency services
- techniques for providing CPR to adults, children and infants including:
  - how to recognise that a casualty is unconscious and not breathing normally

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  - rate, ratio and depth of compressions and ventilations
  - correct hand positioning for compressions
  - basic anatomy, physiology and the differences between adults, children and infants relating to CPR
- signs, symptoms and management of the following conditions and injuries:
  - allergic reaction
  - anaphylaxis
  - asthma
  - non-life-threatening and life-threatening bleeding
  - burns
  - cardiac conditions, including chest pain
  - choking
  - diabetes
  - drowning
  - envenomation - all current treatments
  - eye injuries
  - fractures, dislocations, strains and sprains
  - head, neck and spinal injuries
  - hypothermia
  - hyperthermia
  - minor wounds
  - nose-bleed
  - poisoning
  - seizures
  - shock
  - sharps injuries
  - stroke.

Assessment Conditions

Each candidate to demonstrate skills in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.

Due to the nature of this type of training, it is acceptable for the performance evidence to be collected in a simulated environment.

Compression and ventilation skills must be demonstrated on resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures.

Assessment must ensure access to:

- adult and infant resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device

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- AED training devices
- workplace first aid kit
- placebo bronchodilator and spacer device
- different types of wound dressings and bandages
- blankets and items to treat for shock
- personal protective equipment (PPE)
- workplace injury, trauma or illness record, or other applicable workplace or site incident report form.

Simulated assessment environments must simulate real-life situations where these skills and knowledge would be performed, with all the relevant equipment and resources of that workplace or community environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors and must hold this unit or demonstrate equivalent skills and knowledge to that contained within this unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTWHS005 Conduct manual tasks safely

Modification History

Release	Comments
Release 1	This version was released in *HLT Health Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence.

Application

This unit describes the skills and knowledge required to recognise potentially hazardous manual tasks, and then to prepare for and complete those tasks in a safe manner.

This unit applies to all workers involved in manual handling tasks.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice. The Hazardous manual tasks code of practice applies to this work.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element*
1. Identify manual tasks involving risk	1.1 Recognise manual tasks that may involve risk to self or others 1.2 Identify risk factors that make the manual task hazardous 1.3 Determine the nature and extent of the risk 1.4 Follow organisation procedures for controlling

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element*
	hazardous manual tasks
2. Prepare for manual tasks	2.1 Prepare workplace layout and environment according to organisation procedures
	2.2 Organise task and workflow appropriately
	2.3 Prepare and package loads for movement, taking account of specific requirements for different materials and organisation procedures
	2.4 Select and use personal protective equipment appropriate to the task
	2.5 Ensure task is within personal capabilities
3. Complete manual tasks	3.1 Use appropriate posture and handling techniques to reduce muscle load on exertion
	3.2 Select, adjust and use mechanical aids and handling devices according to manufacturers instructions
	3.3 Pace and schedule tasks according to procedures
4. Contribute to safe work practices	4.1 Identify hazardous manual tasks and report to supervisor according to organisation procedures
	4.2 Follow organisation procedures for reporting symptoms of injury or actual injury to self and others
	4.3 Participate in workplace safety activities and contribute to the improvement of manual tasks
	4.4 Contribute to risk management approach to reduce risks from manual tasks

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and

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employment skills) that are essential *to performance.*

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTWHS005 Conduct manual tasks safely

Modification History

Release	Comments
Release 1	This version was released in *HLT Health Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- followed legally compliant workplace procedures to prepare for and complete at least 3 different manual tasks relevant to the work role
- contributed to a consultation process about improving manual handling safety

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- key information from work health and safety (WHS) regulations relating to manual tasks and national code of practice
- role and responsibilities of the employer and employees in relation to manual handling safety
- ways in which individual workers are involved in consultation about workplace health and safety
- reporting mechanisms required for workplace injury and compensation claims
- key aspects of the risk management approach to manual tasks
- risk factors and potential sources of risks of hazardous manual tasks:
  - repetition

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    - forces
    - postures
    - vibration
    - systems of work
- types of manual task activity and the types of injuries that can result
- the relationship between the human body and risk of injury from performing manual tasks
- functions of the human body:
    - basic function of the spine
    - body postures
    - types of muscles
    - principles of levers
- manual handling techniques that support safe work practice:
    - preparing the load/client
    - preparing the environment
    - using the stronger muscles in the legs where possible, rather than spinal muscles
    - maintaining a neutral spine when lifting and carrying
    - using two hands to lift or carry
    - keeping the load close to the body/centre of gravity
    - avoiding lifting objects above shoulder height
    - minimising repetitive movements
    - positions not held for long periods of time
    - avoiding twisting by repositioning feet whilst turning
- types and operational features of mechanical aids, tools and equipment

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
    - compliant workplace procedures
    - materials, loads and equipment as required by the individual workplace
- modelling of industry operating conditions, including:
    - presence of hazards
    - integration of situations requiring problem solving

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

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MSL904002 Perform standard calibrations

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL904001 Perform standard calibrations. Foundation skills information added. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit of competency describes the skills and knowledge to calibrate test and measurement equipment in accordance with standard calibration procedures and documented test methods. These procedures/methods specify all associated reference standards, materials, equipment and methods to be used and the required parameters or quantities and ranges to be tested, including the criteria for rejection or approval.

This unit applies to laboratory and calibration technicians who carry out tests and/or calibrations using standard calibration methods in first, second and third party laboratories, and laboratories where testing and/or calibration forms part of inspection or product certification. Personnel are not permitted to deviate from explicit instructions in any manner, modify the procedure, nor substitute alternative equipment. They work under limited supervision and results of their work are interpreted and checked by the laboratory supervisor, quality inspector or designated signatory.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Calibration

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare items for calibration**	1.1	Select the authorised calibration procedure in accordance with workplace procedures
		1.2	Identify hazards and use appropriate personal protective equipment (PPE), safety equipment and procedures
		1.3	Confirm all measuring equipment meets the laboratory's specification requirements and complies fully with the calibration procedure
		1.4	Assemble and set up specified reference standards and associated equipment prior to testing
		1.5	Verify performance of reference standards and measuring equipment prior to use and adjust or calibrate as necessary
		1.6	Identify and minimise potential sources of measurement error
2	**Perform calibration**	2.1	Perform individual tests without variance according to the documented procedure to ensure repeatability of measurement
		2.2	Confirm readings are the result of a valid measurement and record data as required (as-found or before adjustment)
		2.3	Adjust device under test to bring readings within specification and record data (as-left or after adjustment) where required
		2.4	Analyse resulting test data to detect trends or inconsistencies that would significantly affect the accuracy or validity of test results
		2.5	Seek appropriate advice when interpretation of results is outside authorised scope of approval
3	**Document results**	3.1	Estimate and document uncertainty of measurement in accordance with workplace procedures, where required

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	3.2	Document compliance/non-compliance with test requirements and/or specifications
	3.3	Record the results of each test/calibration accurately, unambiguously and objectively
	3.4	Ensure confidentiality of workplace information in accordance with workplace procedures
4 **Finalise calibration**	4.1	Prepare and issue a final report on the job/item detailing testing carried out, traceability, statement of compliance and relevant information
	4.2	Report any non-compliance and verify next course of action with supervisor
	4.3	Attach calibration labels, equipment stickers, quality control tags and tamper resistant seals as required in accordance with workplace procedures
	4.4	Store test equipment/measurement standards and results in accordance with workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Numeracy skills to:
  - perform calculations to give results in appropriate accuracy, precision and units
  - use statistical analysis (means, ranges and standard deviations) and estimation of uncertainty of measurement.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL904001 Perform standard calibrations, Release 1.

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Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL904002 Perform standard calibrations

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL904001 Perform standard calibrations. Foundation skills information added. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- safely and accurately calibrated a minimum of 3 different items of test and/or measurement equipment from the following list:
  - balance
  - thermometer
  - thermocouple
  - pH meter
  - refractive index meter
  - viscosity meter
  - flow meter (including digital)
  - volumetric dispenser including auto-pipette (POVAs)
  - volumetric glass (once for life time)
  - spectrophotometer
  - incubator/oven/fridge
  - digestion block
  - biological safety cabinet
  - fume cupboard.

Calibrations must be carried out in accordance with standard calibration procedures and documented test methods.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

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- purpose of metrology and calibration, including common terminology, concepts, principles, procedures and applications
- National Association of Testing Authority's (NATA) and National Measurement Institute's (NMI) role in the measurement and testing system in Australia and registration/licensing requirements
- requirements for the competence of testing and calibration laboratories (e.g. AS ISO/IEC 17025) as they affect job role and responsibilities
- Australian and international standards and codes covering requirements for the competence of testing and calibration laboratories
- standards imposed by regulatory and licensing bodies
- statistical analysis of quality control data, mean, median, mode, ranges and standard deviations
- hierarchy and appropriate selection of reference materials and instruments
- commonly used reference materials and working standards
- test equipment relevant to job role
- workplace procedures for:
  - non-conformance/non-compliance
  - equipment operation
  - calibration
  - troubleshooting for equipment and test methods
  - recording and reporting
  - handling, transport, storage and operation of reference and working standards
  - test methods and calibration (validated and authorised)
- different fields in which calibration work is conducted
- workplace and/or legal traceability requirements
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - specialised calibration/test equipment, reference standards and laboratory facilities
  - calibration methods, procedures and equipment specifications
  - workplace quality manual and procedures.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL912001 Work within a laboratory or field workplace (induction)

Modification History

Release 1. Supersedes and is equivalent to MSL912001A Work within a laboratory/field workplace (induction)

Application

This unit of competency covers the induction of an employee into scientific/technical work within a workplace.

This unit of competency is applicable to samplers/testers, production operators and field assistants working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Work within workplace structure and culture**	1.1 Demonstrate broad knowledge of workplace business ethics, goals, products and/or scientific/technical services
		1.2 Identify key workplace sites and functions and their contribution to product range and quality

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2	**Work in accordance with workplace agreements and/or legislative requirements**	2.1	Locate key workplace information and apply it correctly
		2.2	Follow workplace policy and procedures relating to employment, security, confidentiality and reporting lines
		2.3	Perform all work activities in accordance with relevant environmental management procedures, including sustainability principles and work practices
3	**Provide scientific/technical support**	3.1	Identify workplace roles and responsibilities of scientific/technical personnel
		3.2	Identify typical tasks and calendar of events in work area
		3.3	Recognise and locate the equipment and resources required for everyday work
		3.4	Interpret work instructions correctly and seek clarification if necessary
		3.5	Follow work instructions to perform scientific/technical tasks safely and efficiently
		3.6	Maintain own work area, equipment and materials in a safe and organised manner according to workplace policy and procedures
4	**Organise daily work efficiently**	4.1	Assess and prioritise work load according to level of responsibility
		4.2	Advise supervisor if additional resources or support are required to improve performance
		4.3	Undertake duties in a positive manner to enhance workplace cooperation and efficiency
5	**Accept responsibility for quality of own work**	5.1	Monitor and adjust work practices to ensure that the quality of outputs is maintained
		5.2	Identify and report opportunities for improvements in procedures, processes and equipment in work area

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6	**Identify own learning needs**	6.1	Identify career options and training opportunities in the workplace
		6.2	Consult appropriate personnel to identify own learning needs for future work requirements and career aspirations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering safety in laboratories, and quality and environmental management
- Australian codes covering good manufacturing practice for medicinal products (GMP), and Australian Dangerous Goods Code
- principles of good laboratory practice (GLP)
- national work health and safety (WHS) standards and codes of practice

Business ethics

Business ethics include:

- working diligently and responsibly in accordance with workplace policy and procedures
- behaving honestly and openly, respecting others and treating them with courtesy and impartiality
- ensuring confidentiality of information, including client identification and test results

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Workplace sites

Workplace sites include, but are not limited to, one or more of:

- laboratories, head office functions, production or processing plants, supplier services and consultancy services

Key functions

Key functions include one or more of:

- production
- packaging, warehouse and distribution
- quality assurance
- purchasing, sales and marketing
- human resources (personnel, training and employee relations)

Sources of workplace information

Sources of workplace information include, but are not limited to, one or more of:

- noticeboards, public address or paging systems
- standard operating procedures (SOPs), manuals, work instructions, signs and notices, and material safety data sheets (MSDS)
- telephone or contact details, email systems and websites
- emergency exits, routes and collection points
- workplace recording and reporting procedures, quality manuals, and equipment and operating/technical manuals
- test methods (validated and authorised)
- schematics, workflows, laboratory layouts and production and laboratory schedules

Workplace agreements, policies and procedures

Workplace agreements, policies and procedures include, but are not limited to, one or more of:

- industrial awards, workplace bargaining agreements and individual contracts
- health, safety and environment procedures covering hazards, controls, safe work methods, emergencies, accidents and incidents, and incident and accident/injury reports
- quality of customer services

Legislative requirements

Legislative requirements involve, but are not limited to, one or more of:

- WHS and workers compensation

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- environmental protection
- equal employment, anti-discrimination and anti-harassment
- ethics, copyright, intellectual property (IP) and privacy

Sustainable energy principles and work practices

Sustainable energy principles and work practices include one or more of:

- examining work practices that involve excessive use of electricity, gas and/or water and switching off equipment when not in use
- regularly cleaning filters
- minimising waste, recycling and reusing materials wherever feasible

Scientific and technical support

Scientific and technical support include one or more of:

- routine site sampling of raw materials and products
- packaging, labelling, storing and transporting samples
- visual inspection of products and packaging
- routine site measurements that take a short time and involve a narrow range of variables or easily recognised control limits
- cleaning of equipment and housekeeping of work areas

Equipment and resources

Equipment and resources will be determined by the scope and nature of the workplace's products, scientific/technical functions and services

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL912001A Work within a laboratory/field workplace (induction)

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL912001 Work within a laboratory or field workplace (induction)

Modification History

Release 1. Supersedes and is equivalent to MSL912001A Work within a laboratory/field workplace (induction)

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- following workplace procedures to complete tasks within the required timeframe without compromising safety, quality and ethics
- complying with legislative and workplace requirements in everyday work and efficiently organising own daily work
- using personal protective clothing (PPE), equipment and containment facilities as required
- accepting responsibility for quality of own work
- working efficiently when alone and with others
- identifying and reporting suggestions for improvements
- identifying own learning needs.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- range of workplace products and services
- workplace structure and reporting lines
- role of quality assurance and/or scientific/technical services in the workplace
- own role, rights, responsibilities and key tasks
- workplace procedures that govern personal work, health, safety and environment
- basic ethical values and principles, including respect for the law, responsibility, courtesy, diligence and confidentiality
- use and names of equipment, materials and other resources relevant to work function
- work health and safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.

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- This unit of competency is to be assessed in the workplace, or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL922001 Record and present data
- Holistic assessment methods include:
  - observation of candidate performing a range of scientific/technical tasks
  - feedback about performance from peers and supervisors
  - oral or written questioning to check required knowledge
  - review of workplace documentation completed by the candidate.
- Access is required to instruments, equipment, materials, workplace documentation, procedures, and specifications associated with this unit, including, but not limited to:
- relevant documentation, such as workplace standard operating procedures (SOPs), legal/regulatory requirements and codes of practice
- organisational charts and flow diagrams showing links between workplace functions and/or production processes
- employment, training and career information.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL922001 Record and present data

Modification History

Release	Comments
Release 2	Unit codes updated in Assessment conditions. Equivalent outcome.
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 1.0.* Supersedes and is equivalent to MSL922001A Record and present data

Application

This unit of competency covers the ability to record and store data, perform simple calculations of scientific quantities and present information in tables and graphs. The unit of competency requires personnel to solve predictable problems using clear information or known solutions. Where alternatives exist, they are limited or apparent.

This unit of competency is applicable to production operators, field assistants and laboratory assistants working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Data

Unit Sector

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.		demonstrate achievement of the element.	
1	**Record and check data**	1.1	Enter data into laboratory information system or record sheets as directed
		1.2	Check data to identify transcription errors or atypical entries
		1.3	Rectify errors in data using workplace procedures
2	**Calculate simple scientific quantities**	2.1	Calculate simple scientific quantities using given formulae and data
		2.2	Ensure calculated quantities are consistent with estimations and expectations
		2.3	Report all calculated quantities with appropriate precision and units
3	**Present data**	3.1	Present data accurately in tables, charts and graphs using given formats and scales
		3.2	Recognise and report obvious features and trends in data
4	**Store and retrieve data**	4.1	File and store data in accordance with workplace procedures
		4.2	Maintain workplace confidentiality standards

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance.

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Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or enterprise requirements include the latest version of one or more of:

- relevant Australian and international standards, such as the international system of units (SI) and its application
- national measurement regulations and guidelines

Data

Data includes:

- worksheets, spreadsheets or databases linked to information management systems
- results of observations, tests and measurements, or surveys
- graphs, tables and control charts
- semi quantitative observations expressed on a scale e.g. 1 to 4 or + to ++++

Work health and safety (WHS) and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL922001A Record and present data

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL922001 Record and present data

Modification History

Release	Comments
Release 2	Unit codes updated in Assessment conditions. Equivalent outcome.
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 1.0.* Supersedes and is equivalent to MSL922001A Record and present data

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- accurately coding, checking, recording and storing data in the required format
- performing simple calculations involving scientific quantities, with or without a calculator or computer software. The following must be performed:
  - decimals, fractions, ratios, proportions and percentages
  - unit conversion, multiples and submultiples
  - use of significant figures, rounding off, estimation and approximation
  - substitution of data in formulae
  - conversions between SI units
  - performing at least five (5) of the following calculations:
  - perimeters
  - angles
  - areas (m^2) and volumes (mL, L, m^3) of regular shapes (e.g. packaging and moulds)
  - average mass, mass %, density, specific gravity, moisture, relative and absolute humidity
  - ratios, such as mass to mass, mass to volume and volume to volume percentages
  - industry specific ratios, such as g/cm^2 , kg/m^2
  - concentration (e.g. g/100mL, mg/L, mg/L)
  - dilution
  - statistical values, such as mean, median, mode and standard deviation
  - average count, colonies per swab surface and cell counts (live and dead/total)
  - process variables, such as pressure, velocity and flow rates

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    - % content of moisture, ash, fat, protein, alcohol, sulphur dioxide and trace metals, such as calcium or zinc
    - food properties, such as % concentration (dry), friability, bitterness, brix, free amino nitrogen, diastatic power, calorific content and yeast viability
- preparing and interpreting straightforward tables, graphs and charts of data
- recognising obvious features and trends in data, including:
    - maximum and minimum values
    - spread of data
    - increasing/decreasing data, rate of change
    - outliers, data beyond control limits or normal range
- presenting accurate results in the required format
- maintaining the confidentiality of data in accordance with workplace and regulatory requirements.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- concepts of metrology, including:
    - that all measurements are estimates
    - repeated measurements belong to a sample of the measured parameter
    - repeatability, precision, accuracy and significant figures
- the international system of units (SI)
- scientific and technical terminology relevant to job role
- procedures for coding, entering, storing, retrieving and communicating data
- procedures for verifying data and rectifying mistakes
- procedures for maintaining and filing records, and security of data

work health and safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment, and assessment evidence must be relevant to the particular workplace context. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in either case).
- This unit may be assessed with technical units, such as:
  - MSL973013 Perform basic tests
  - MSL973014 Prepare working solutions
  - MSL973019 Perform microscopic examination
- Holistic assessment methods include:
  - review of data worksheets, calculations, graphs and tables prepared by the candidate
  - review of records transcribed, maintained or stored by the candidate
  - feedback from supervisors and peers
  - observation of the candidate as they record data and perform calculations
  - questions to assess understanding of relevant procedures and trends in data.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - data sets and records
  - computer and relevant software or laboratory information system
  - relevant workplace procedures.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL924003 Process and interpret data

Modification History

Release	Comments
Release 1	This version was released in M*SL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL924001 Process and interpret data. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to retrieve data, evaluate formulae and perform scientific calculations, present and interpret information in tables and graphs and keep accurate records. The unit requires personnel to solve problems of limited complexity where the information may be less obvious, but not contradictory, and can be determined by direct reasoning.

This unit of competency applies to laboratory assistants, field/laboratory technicians and instrument operators in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Data

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Retrieve and check data**	1.1	Store and retrieve data using appropriate files and/or application software
		1.2	Verify the quality of data using workplace procedures
		1.3	Rectify errors in data using workplace procedures
2	**Calculate scientific quantities**	2.1	Calculate statistical values for given data
		2.2	Calculate scientific quantities using given formulae and data and estimate uncertainties
		2.3	Ensure calculated quantities are consistent with estimations and expectations
		2.4	Report all calculated quantities using the appropriate units and correct number of significant figures
3	**Present data**	3.1	Present data in clearly labelled tables, charts and graphs
		3.2	Graph data using appropriate scales to span the range of data or display trends
		3.3	Report all data using the appropriate units and number of significant figures
4	**Interpret data**	4.1	Interpret significant features of tables, charts and graphs, including gradients, intercepts, maximum and minimum values, and limit lines
		4.2	Recognise and report trends in data
5	**Keep accurate records**	5.1	Transcribe information accurately
		5.2	Verify the accuracy of records following workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL924001 Process and interpret data, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL924003 Process and interpret data

Modification History

Release	Comments
Release 1	This version was released in M*SL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL924001 Process and interpret data. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- processed and interpreted different data sets
- calculated scientific and statistical quantities with or without a calculator or computer software, including the following items:
  - converting units involving multiples and submultiples
  - scientific notation, significant figures, round off, estimate and approximate
  - transposing and evaluating formulae
  - fractions, decimals, proportions and percentages
  - mean
  - median
  - mode
  - standard deviation
- performed at least 5 of the following calculations:
  - perimeters and angles
  - percentage and absolute uncertainties in measurements and test results
  - areas (m^2) and volumes (mL, L, m^3) of regular shapes, such as packaging
  - dose (mg), average mass, mass percentage, density, specific gravity, moisture, relative and absolute humidity, viscosity and permeability
  - ratios, such as mass to mass, mass to volume and volume to volume percentages
  - concentration, such as molarity, g/100mL, mg/L, mg/L, ppm, ppb, dilution mL/L
  - average count, colonies per swab surface and cell counts, such as live and dead/total
  - process variables, such as pressure, gauge pressure, velocity and flow rates

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    - food properties, such as % concentration (dry), friability, bitterness, brix, free amino nitrogen, diastatic power, calorific content and yeast viability, % content of moisture, ash, fat, protein, alcohol, sulphur dioxide and trace metals, such as calcium or zinc
    - mechanical properties, such as stress, strain, moduli and force
    - presenting accurate results in the required format (significant figures, uncertainty units)
- prepared and presented data in the at least 5 of the following formats:
    - tables
    - graphs
    - line graphs
    - histograms
    - pie charts, bar charts and control charts
    - semi-quantitative observations expressed on a scale: 1 to 4 or + to ++++
- recognised and interpreted significant points, anomalies and trends in data.

Knowledge Evidence

- There must be evidence the candidate has knowledge of:
- concepts of metrology, including:
    - that all measurements are estimates
    - repeatability, precision, accuracy and significant figures
    - sources of error, and uncertainty associated with measurement steps
    - traceability
- the international system of units (SI)
- scientific and technical terminology relevant to job role
- workplace procedures for:
    - coding, entering, storing, retrieving and communicating data
    - verifying data and rectifying mistakes
    - maintaining and filing records, and maintaining security of data
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
    - data sets and records
    - a calculator
    - spreadsheets, computer software, databases and statistical packages
    - computer and relevant software or laboratory information system
    - relevant workplace procedures.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL924004 Use laboratory application software

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL924002 Use laboratory application software. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to use and apply computer software for analysing and reporting in the laboratory, field and/or production plants.

This unit of competency applies to technical officers and laboratory technicians in all industry sectors. It describes the application and use of software packages, this software would be for the storage, retrieval, analysis and display of information. There is no expectation that candidates would be able to customise the software to meet specific needs.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Data

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Access application software**	1.1	Identify software required for the task
		1.2	Open software from a personal computer or network terminal
		1.3	Use information sources to locate details of software features and instructions for its use
2	**Use software for specified purposes**	2.1	Input a range of scientific data into a computing system
		2.2	Conduct searches for the retrieval of required data
		2.3	Use application features for efficient computation
		2.4	Construct data sets and databases for numerical and graphical analyses
3	**Produce reports of retrieved data and/or processed data**	3.1	Analyse data using features of the software package
		3.2	Select options for constructing data reports
		3.3	Print the results of data analyses using features of the software package
		3.4	Integrate data from diverse application software units in a report
		3.5	Report the outcomes and rationale for database searches
		3.6	Reference data sources according to the style requirements of the workplace
4	**Perform simple record housekeeping**	4.1	Maintain archived data according to workplace standard procedures
		4.2	Maintain hard copy data according to workplace standard procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Problem solving skills to refine searches to retrieve data.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL924002 Use laboratory application software, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL924004 Use laboratory application software

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL924002 Use laboratory application software. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- effectively used the most appropriate software for the analysis, reporting and management of 2 different sets of laboratory or field data and information.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- terminology associated with the software packages used in job role
- basic knowledge of the types of spreadsheet, database and data analysis packages that are available
- application of specific software package features to laboratory tasks relevant to job role
- relationship between the protocol for data input and file storage of the data
- general file and record maintenance
- importance of antivirus software and standard quarantine procedures
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a computer network, personal computer or laptop

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- software packages that cover databases, spreadsheets, statistical analysis and simple graphics output
- input and output data.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL933006 Contribute to the achievement of quality objectives

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL933002 Contribute to the achievement of quality objectives. Changes to performance criteria. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to apply quality principles to laboratory/field work to achieve quality outcomes.

This unit of competency apples to samplers/testers, production operators and laboratory/field assistants working in all industry sectors. These personnel have roles and responsibilities within the workplace's quality system which are set out in quality manuals and workplace procedures.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Quality

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Apply quality control procedures**	1.1	Record data for quality control purposes
		1.2	Recognise and report non-conformances in keeping with job role and quality procedures
2	**Contribute to quality improvements**	2.1	Review own work practices for opportunities to continuously improve performance
		2.2	Identify and report opportunities for improvements in procedures, processes and equipment in work area
3	**Maintain commitment to workplace quality standards in own work**	3.1	Maintain an objective of 'right first time'
		3.2	Conduct work in accordance with sustainability work practices
		3.3	Minimise waste and rework in accordance with workplace guidelines
		3.4	Demonstrate 'job ownership' for whole tasks through a commitment to finish and follow-up
		3.5	Ensure that personal actions conform with the code of ethics relevant to the workplace
4	**Assist in maintaining customer relationships**	4.1	Demonstrate an understanding of the business goals, products and services of the workplace when dealing with customers in relation to own function
		4.2	Communicate appropriately with customers in keeping with knowledge and authority limitations and quality requirements
5	**Update knowledge and skills as required**	5.1	Recognise own strengths and limitations
		5.2	Take advantage of opportunities for skill development

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Oral communication skills to work effectively with others in a team to improve productivity and efficiency, and to resolve simple customer inquiries.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL933002 Contribute to the achievement of quality objectives, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL933006 Contribute to the achievement of quality objectives

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL933002 Contribute to the achievement of quality objectives. Changes to performance criteria. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- applied workplace quality control principles and procedures to laboratory/field work to achieve quality outcomes for at least two different laboratory tasks or ‘jobs’, including:
  - communicating with customers
  - recording and reporting results.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- role of laboratory services to the workplace and customers
- quality requirements of the candidate's job role and functions
- workplace procedures associated with the candidate's routine technical duties
- layout of the workplace, divisions and laboratory
- lines of communication
- products and services provided by the workplace
- scheduling of tests and procedures to meet customer requirements
- fundamental role of internal and external audits
- recording, reporting and document control requirements
- continuous improvement and waste minimisation principles
- accreditation and regulatory requirements relating to quality objectives, such as Australian and international standards and the National Association of Testing Authorities (NATA) requirements as they relate to the job role.

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - workplace quality system as set out in quality manuals and workplace procedures
  - standard operating procedures (SOPs).

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL933007 Apply critical control point requirements

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL933003 Apply critical control point requirements. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to monitor critical, quality and regulatory control points related to a person's work responsibilities. This unit of competency also covers support for ongoing improvement of the workplace hazard analysis and critical control points (HACCP) plan.

This unit of competency applies to production operators and laboratory assistants in the food processing and manufacturing sectors. Control points refer to those key points in a work process that must be monitored and controlled.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Quality

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Provide routine input to the HACCP plan**	1.1	Obtain information about control points in the manufacturing process
		1.2	Locate control points for own work area responsibilities
		1.3	Perform relevant checks and inspections on materials and equipment to establish conformance to meet requirements
		1.4	Identify variations or common faults
		1.5	Record inspection results and report to appropriate personnel
2	**Contribute to the continuous improvement of the HACCP plan**	2.1	Recognise non-conformance to the HACCP plan
		2.2	Identify likely causes for non-conformance
		2.3	Record and report non-conformances to appropriate personnel
3	**Maintain a safe work environment**	3.1	Use established safe work practices and personal protective equipment (PPE) to ensure personal safety and that of other personnel
		3.2	Report potential hazards and/or maintenance issues in own work area to designated personnel
		3.3	Minimise the generation of waste and environmental impacts
		3.4	Dispose of waste in accordance with workplace procedures, relevant codes and regulations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL933003 Apply critical control point requirements, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL933007 Apply critical control point requirements

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL933003 Apply critical control point requirements. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- correctly and appropriately monitored the critical, quality and regulatory control points for 2 different processes in own work area.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- the seven principles of HACCP and relationship to food or pharmaceutical safety, benefits of HACCP and preliminary steps for HACCP
- HACCP plan contents, including:
  - critical control points and control limits
  - consequences of non-conforming products being identified
- products/materials typically handled by laboratory assistants:
  - raw materials, ingredients, food additives, adjuncts/process aids and finished products
  - consumables, such as chemicals
- layout of the workplace, divisions and laboratory
- organisational structure of the workplace
- lines of communication
- quality policy, procedures and responsibilities of job role
- workplace procedures associated with the candidate's regular technical duties
- equipment and instrument calibration requirements
- continuous improvement practices
- methods used to monitor each critical, quality and regulatory control point
- methods for systematically investigating and responding to problems

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- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - quality manuals and procedures, HACCP plans and records
  - recording equipment
  - case studies to illustrate a range of HACCP issues.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL933008 Perform calibration checks on equipment and assist with its maintenance

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL933004 Perform calibration checks on equipment and assist with its maintenance. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to perform set-up, pre-use and in-house calibration/validation checks on laboratory equipment and assist with laboratory equipment maintenance.

This unit of competency applies to laboratory assistants working in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Calibration

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Perform set-up and pre-use checks of laboratory equipment**	1.1	Perform laboratory equipment set-up and pre-use checks in accordance with workplace procedures
		1.2	Perform safety checks in accordance with relevant workplace and instrumental procedures
		1.3	Identify faulty or unsafe components and equipment and report to appropriate personnel
		1.4	Complete equipment log books/records to meet workplace requirements
2	**Perform calibration checks**	2.1	Start up equipment according to operating procedures
		2.2	Use specified standards for calibration check
		2.3	Check equipment in accordance with calibration procedures and schedules
		2.4	Record all calibration data accurately and legibly
		2.5	Compare data with specifications and/or previous records to identify non-compliant equipment
		2.6	Quarantine out-of-calibration equipment
3	**Assist with equipment maintenance**	3.1	Ensure all equipment work areas are clean during and after equipment use
		3.2	Perform basic maintenance in accordance with workplace procedures
		3.3	Clean and store equipment according to workplace and/or manufacturer's specifications/procedures
		3.4	Identify and replace, repair or dispose of damaged/worn equipment
4	**Maintain records**	4.1	Record maintenance details
		4.2	Report information on unsafe or faulty equipment

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL933004 Perform calibration checks on equipment and assist with its maintenance, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL933008 Perform calibration checks on equipment and assist with its maintenance

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL933004 Perform calibration checks on equipment and assist with its maintenance. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- accurately performed set-up, pre-use and calibration checks for at least 2 different items of laboratory equipment using standard procedures
- performed appropriate cleaning and maintenance tasks for at least 2 different items of laboratory equipment.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- role and importance of regular calibration checks and maintenance of laboratory equipment
- function of key components of the laboratory equipment and details of the pre-use, calibration and safety checks and operating procedures for items of equipment used
- sources of uncertainty in laboratory equipment operation and their control
- basic equipment used for cleaning and maintaining laboratory equipment
- common sources of faults in the instruments or equipment used and details of their repair
- basic cleaning, maintenance and storage procedures for items of equipment used
- workplace procedures for recording calibration data and reporting results, communicating with service agents and suppliers and ordering stocks
- relevant hazards, work health and safety (WHS) and environmental management, and control measures
- good laboratory practice (GLP)
- legal and ethical requirements specific to the work task.

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - standard laboratory equipped with appropriate equipment and reference materials; cleaning, decontamination and/or disinfection agents and equipment; and personal protective equipment (PPE)
  - workplace procedures, equipment manuals and information/records management system.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL934004 Maintain and calibrate instruments and equipment

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to *MSL935004 Maintain instruments and equipment.* Change to elements and performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to check the serviceability and calibration of laboratory/field instruments and equipment and perform routine maintenance, such as cleaning and replacement of consumables and minor components. Personnel are also required to perform basic troubleshooting and repairs consistent with warranty and service agreements.

This unit of competency applies to technical assistants, instrument operators and technical officers working in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Quality

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Perform serviceability checks**	1.1	Perform pre-use and after-use checks in accordance with appropriate workplace and manufacturer procedures
		1.2	Identify faulty or unsafe components and equipment
		1.3	Identify and analyse service faults and report for appropriate for maintenance and/or repair
		1.4	Complete instrument/equipment logbooks to workplace requirements
2	**Conduct routine maintenance safely**	2.1	Identify maintenance procedures, records and safety requirements
		2.2	Plan and adjust maintenance schedules in accordance with operational requirements
		2.3	Identify and replace or repair damaged, worn and/or spent components or items
		2.4	Clean instruments and equipment using recommended cleaning agents and techniques
		2.5	Store instruments and equipment in accordance with workplace and/or manufacturer requirements
		2.6	Update maintenance records in accordance with workplace procedures
		2.7	Arrange for reordering of consumable stocks and equipment components as necessary
3	**Perform calibration/qualification checks**	3.1	Operate instruments and equipment in accordance with workplace and/or manufacturer procedures
		3.2	Check calibration/qualification using specified standards and/or procedures
		3.3	Record all calibration/qualification data accurately and legibly

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	3.4 Document calibration status and report out-of-calibration equipment/instruments
	3.5 Quarantine out-of-calibration items

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Reading skills to effectively interpret standard procedures and manufacturer requirements
- Writing skills to accurately record data and complete maintenance records
- Oral communication skills to interact effectively with suppliers and service agents.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL935004 Maintain instruments and equipment, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL934004 Maintain and calibrate instruments and equipment

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to *MSL935004 Maintain instruments and equipment.* Change to elements and performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- checked the serviceability of at least 3 laboratory/field instruments or items of equipment and performing routine maintenance on each
- accurately conducted calibration status/qualification checks for at least 2 instruments or items of equipment.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- role and importance of regular calibration checks and maintenance of instruments and equipment, and maintenance schedules and procedures
- function of key components of the instrument or equipment operating principles, details of the pre-use, calibration and safety checks, and operating procedures for the items used
- sources of uncertainty in instrument or equipment operation and their control
- common laboratory instruments and equipment
- equipment manuals and warranties
- common sources of faults in the instruments or equipment used and details of their repair
- typical basic repairs carried out on equipment
- typical calibration status/qualification checks
- basic equipment cleaning, maintenance and storage procedures for items of equipment used
- service agents or other personnel accredited to calibrate, service and repair equipment used in job role

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- process involved in arranging calibration, repair and/or maintenance of equipment including assessment of instrument repair status and determining if local repair or maintenance is possible and economical
- workplace procedures for recording data and reporting results, communicating with service agents and suppliers and ordering stocks
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - standard laboratory equipped with appropriate instruments and equipment, reference materials, consumables; cleaning, decontamination and/or disinfection agents and equipment; and personal protective equipment (PPE)
  - workplace procedures, calibration and maintenance schedules, equipment manuals, supplier catalogues and information/records management system.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL943004 Participate in laboratory or field workplace safety

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL943002 Participate in laboratory or field workplace safety. Foundation skills information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to follow work health and safety (WHS) policies and procedures, deal with the identification and control of hazards, work safely at all times, follow emergency response procedures and contribute to the maintenance of workplace safety.

This unit of competency applies to laboratory assistants and instrument operators working in all industry sectors. WHS responses are restricted to a 'first response' approach, including the notification of appropriate workplace personnel. Workers will be provided with clear directions, information, training and appropriate supervision.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Work health and safety

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify, control and report WHS and environmental hazards**	1.1	Routinely check immediate work area for hazards prior to commencing and during work
		1.2	Address hazards within area of responsibility
		1.3	Report hazards and incidents to designated personnel according to workplace policies and procedures
2	**Conduct work safely**	2.1	Select, fit and use appropriate personal protective equipment (PPE)
		2.2	Follow workplace procedures when carrying out work tasks
		2.3	Keep all work areas clean and free from obstacles
		2.4	Maintain workplace standards of personal hygiene
		2.5	Safely store, transport and dispose of hazardous materials and dangerous goods
3	**Follow incident and emergency response procedures**	3.1	Identify incident and emergency situations
		3.2	Report and record incident and emergency situations according to workplace procedures
		3.3	Follow incident and emergency procedures as appropriate to the nature of emergency using emergency equipment according to workplace procedures
4	**Contribute to health and safety in the workplace**	4.1	Raise WHS and environmental issues with designated personnel in accordance with workplace procedures and legislated rights and obligations of employees
		4.2	Participate in WHS activities within scope of responsibilities

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Oral communication skills to clarify obligations, procedures and work instructions that impact on safety and legal liability.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL943002 Participate in laboratory/field workplace safety, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL943004 Participate in laboratory or field workplace safety

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL943002 Participate in laboratory or field workplace safety. Foundation skills information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- completed 2 different routine work tasks working safely at all times by following work health and safety (WHS) policies and procedures.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- personal roles, rights and responsibilities and those of the employer
- signage, symbols and signals relating to WHS
- examples of hazards relevant to the work area, likely impacts and ways of addressing these using the hierarchy of control
- site layout, including emergency exits, location and use of safety alarms, emergency response system and procedures, and designated WHS personnel
- location, use, care and storage requirements for personal protective equipment (PPE) and emergency/hazard control equipment in the work area
- sources of advice and information on WHS issues, including safety data sheets (SDS) and key personnel
- relevant industry codes
- standard operating procedures (SOPs), workplace procedures and safe work practices relevant to job role, including:
  - handling, storage and disposal of hazardous substances and requirements for labelling of hazardous substances
  - handling equipment and any task-specific manual handling techniques as required by work role
  - controlling known hazards

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  - minimising environmental threats
  - minimising and disposing of waste
  - responding to safety, emergency, fire and incidents
  - selecting/using PPE
  - instructions that govern personal work, equipment use, and response to incidents and emergencies
- requirements and procedures for reporting (potential) WHS hazards and incidents, injuries, illness and near misses, and safety and environmental issues or concerns
- incidents that may occur in a laboratory or field workplace
- WHS and environmental issues that may occur
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - typical laboratory/field work equipment and materials
  - PPE
  - emergency equipment including first aid equipment, eye wash kit or shower and fire extinguisher
  - workplace procedures.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL952001 Collect routine site samples

Modification History

Release 1. Supersedes and is equivalent to MSL952001A Collect routine site samples

Application

This unit of competency covers the ability to collect samples at field or production sites using specified equipment and standard or routine procedures.

This unit of competency is applicable to production operators, field assistants and laboratory assistants in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Sampling

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for sampling**	1.1	Confirm the purpose, priority and scope of the sampling request
		1.2	Liaise with relevant personnel to arrange site access and all necessary clearances/permits
		1.3	Identify site hazards and review workplace safety procedures

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		1.4	Confirm what samples are to be collected, from where, how and when
		1.5	Assemble all specified sampling equipment, safety equipment, materials and containers
		1.6	Conduct pre-use and cleanliness checks of all items to ensure they are fit for purpose
		1.7	Check all items against given inventory and stow them to ensure safe transport
2	**Conduct sampling**	2.1	Locate sampling points and services at the site
		2.2	Remove security devices, such as locks and covers as required
		2.3	Seek advice if the required samples cannot be collected or if procedures require modification
		2.4	Select and use required sampling equipment in accordance with given procedures
		2.5	Closely follow sampling procedures to obtain required samples and maintain their integrity
		2.6	Record all labelling information in accordance with workplace/legal traceability requirements
		2.7	Record sample appearance, environmental conditions and any other factors that may impact on sample integrity
		2.8	Replace security devices, such as locks and covers as required
3	**Finalise sampling**	3.1	Follow workplace procedures for the cleaning/decontamination of equipment and vehicle as necessary
		3.2	Check all equipment, materials and samples against inventory and stow for safe transport
		3.3	Liaise with relevant personnel to restore normal production and/or services as necessary

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		3.4	Maintain integrity of samples during transportation
		3.5	Deliver samples to the required collection point and complete all documentation to ensure traceability
		3.6	On return, check and document serviceability of equipment before storage
4	**Maintain a safe work environment**	4.1	Use established work practices and personal protective equipment (PPE) to ensure personal safety and that of others
		4.2	Minimise environmental impacts of sampling and generation of waste
		4.3	Dispose of all waste in accordance with workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the requirements for the competence of testing and calibration laboratories, laboratory safety, quality and environmental management, and sampling of materials
- national work health and safety (WHS) standards and codes of practice, national environmental protection measures, and national measurement regulations and guidelines
- specific codes, guidelines and procedures, such as National

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Association of Testing Authorities (NATA) accreditation requirements, and principles of good laboratory practice (GLP)
- workplace documents, such as standard operating procedures (SOPs); quality and equipment manuals; calibration and maintenance schedules; material safety data sheets (MSDS); safety procedures; material, production and product specifications; production and laboratory schedules; workplace recording and reporting procedures; waste minimisation and safe disposal procedures; and maps and site plans
- sampling procedures for specific samples, sites and clients (labelling, preparation, storage, transport and disposal)

Materials sampled

Materials sampled as part of job role include one or more of:

- gas or air samples
- water, wastewater, stormwater, sewage and sludge
- solid samples, such as soil, sediments, rocks, concrete, quarry and mining material, and solid wastes
- raw materials, start, middle, end of production run samples, and final products and materials used in production processes, including food and beverages
- hazardous materials and/or dangerous goods

Maintenance of integrity of samples

Maintenance of integrity of samples includes one or more of:

- use of appropriate containers and lids, sealing of sample containers
- purging of sample lines and bores
- decontamination of sampling tools between collection of consecutive samples
- use of appropriate preservatives
- temperature control, which may involve prevention of direct contact between the sample and coolant, and wrapping container in foil or wet newspaper
- transfer of sterile sample into sterile container
- monitoring of storage conditions
- workplace/legal traceability through appropriate sample labelling and records

Services

Services include one or more of:

- water supply, gas and electricity
- telecommunications
- irrigation, stormwater and drainage systems

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- production plant

Safety procedures

Safety procedures include, but are not limited to, one or more of:

- use of PPE
- handling, labelling and storing hazardous material and equipment in accordance with labels, MSDS, manufacturer instructions and workplace procedures and regulations
- regular cleaning and/or decontamination of equipment
- use of machinery guards
- signage, barriers, service isolation tags, traffic control and flashing lights, lock out and tag-out procedures

Minimising environmental impacts

Minimising environmental impacts includes, but is not limited to, one or more of:

- replacement of soils and vegetation
- driving vehicles to minimise soil erosion and damage to fauna and vegetation
- appropriate disposal of surplus, spent or purged materials and hazardous waste
- recycling of non-hazardous wastes
- cleaning of vehicles and equipment to prevent transfer of pests and contaminants

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL952001A Collect routine site samples

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL952001 Collect routine site samples

Modification History

Release 1. Supersedes and is equivalent to MSL952001A Collect routine site samples

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- locating services at sites
- collecting samples at field or production sites on at least three (3) occasions using specified equipment and standard/routine procedures
- collecting at least three (3) different types of samples
- collecting samples efficiently, safely and with minimal environmental impact in accordance with sampling procedures and plans
- maintaining the integrity and security of samples following safety procedures, workplace and/or legal traceability requirements
- completing sampling records using workplace procedures
- recognising own limitations and seeking timely advice
- liaising with others to access sites and conduct sampling efficiently.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- terminology and concepts, including sample, contamination, traceability, integrity and chain of custody, metrology and the international system of units (SI)
- types of samples, including grab samples (disturbed or undisturbed materials), composite samples (such as time, flow proportioned and horizontal/vertical cross section), and quality control samples (such as controls, background, duplicate and blanks)
- characteristics of product/materials sampled as part of job role
- purpose for which the samples have been collected
- function of key sampling equipment/materials and principles of operation
- sampling procedures covering labelling, preparation, storage, transport and disposal
- hazards, risks, environmental protection measures and work health and safety (WHS) procedures associated with routine sampling undertaken
- workplace procedures dealing with waste management, clean-up and spillage, handling, transport and storage of dangerous goods.

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Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL972001 Conduct routine site measurements
- Holistic assessment methods include:
  - review of sampling documentation completed by the candidate
  - review of the quality of samples collected by the candidate
  - observation of the candidate collecting a variety of samples at a range of sites
  - feedback from supervisors and clients that sampling plans were followed
  - oral/written questioning about sampling and safety procedures.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - field or production sites to sample and a variety of sample types
  - sampling tools, containers, equipment and procedures.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL952002 Handle and transport samples or equipment

Modification History

Release	Comments
Release 2	Unit codes in Assessment Conditions updated. Equivalent outcome.
Release 1	Supersedes and is equivalent to MSL952002A Handle and transport samples or equipment.

Application

This unit of competency covers the ability to pick up and transport samples or test/calibration equipment in a way that ensures the integrity of subsequent test results.

This unit of competency is applicable to couriers and laboratory and field assistants in all industry sectors. The person transporting the items is not necessarily responsible for sampling or testing. This unit does not cover sample collection or the ability to handle and transport animals as might be defined under prevailing animal care and ethics legislation and practices.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Sampling

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare for pickup**	1.1	Confirm pickup sequence and any licence or permit requirements with supervisor
		1.2	Check that vehicle and communication devices are in working order
		1.3	Check that required transport containers and materials are in the vehicle
2	**Pick up and transport items**	2.1	Confirm the number and nature of items to be picked up on arrival
		2.2	Ensure items match documentation
		2.3	Apply workplace requirements to the transport of samples and/or equipment
		2.4	Alert laboratory personnel to any special needs that are identified on documents accompanying the items
		2.5	Complete required documentation at pickup point
		2.6	Stow items in the specified transport containers and under the required conditions
		2.7	Maintain sample integrity at all times
		2.8	Deliver items to reception point in accordance with workplace procedures
		2.9	Maintain confidentiality of information
3	**Maintain transport equipment**	3.1	Maintain vehicle according to workplace requirements
		3.2	Maintain state of transport containers to ensure they are fit for purpose
		3.3	Requisition stocks of consumable materials as required
		3.4	Replenish stocks of collecting equipment at collection centres as required
4	**Maintain a safe work**	4.1	Use established work safety practices and personal protective equipment (PPE) to ensure personal safety

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environment		and that of others
	4.2	Clean up spills, if they occur, using workplace procedures
	4.3	Minimise the generation of waste
	4.4	Dispose of all waste in accordance with workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the requirements for the competence of testing and calibration laboratories; laboratory safety; quality management and environmental management; and labelling, storage, transport and disposal of hazardous materials
- national work health and safety (WHS) standards and codes of practice, and national environmental protection measures
- specific codes, guidelines and procedures, such as Australian Dangerous Goods Code, Australia Post Guides and International Air Transport Association (IATA) Regulations
- workplace documents, such as standard operating procedures (SOPs); material safety data sheets (MSDS); safety procedures for specific materials and equipment; material, production and product specifications; production and laboratory schedules; workplace recording and reporting procedures; spillage and waste containment and disposal protocols; maps and site plans; protocols regarding customer liaison and use of communication devices; vehicle log books and incident/accident report forms

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Workplace requirements for the transport of samples and/or equipment

Workplace requirements for the transport of samples and/or equipment include, but are not limited to, one or more of:

- using appropriate sample containers (glass, plastic and opaque) and preservatives
- using appropriate sample and equipment boxes (insulated, shockproof and waterproof)
- wrapping containers in foil to exclude light
- using temperature control, which may involve prevention of direct contact between the sample and coolant
- restraining containers to prevent movement
- checking sample viability during transport while avoiding unnecessary handling

Work safety procedures

Work safety procedures include, but are not limited to, one or more of:

- using safe vehicle driving practices
- handling, labelling and storing hazardous material and equipment in accordance with labels, MSDS, manufacturer instructions and workplace procedures and regulations, and signage
- using PPE
- regular cleaning and/or decontamination of equipment and vehicle
- containing and cleaning up spillage or breakages
- using appropriate techniques and equipment to safely dispose of waste materials

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

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Unit Mapping Information

Equivalent to MSL952002 Handle and transport samples or equipment, Release 1

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL952002 Handle and transport samples or equipment

Modification History

Release	Comments
Release 2	Unit codes in Assessment Conditions updated. Equivalent outcome.
Release 1	Supersedes and is equivalent to MSL952002A Handle and transport samples or equipment.

Performance Evidence

- Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:
- planning the pickup of items in conjunction with a supervisor on at least one (1) occasion
- safely picking up and transporting samples or test/calibration equipment on at least two (2) occasions in a way that ensures the integrity of subsequent test results
- checking that the vehicle, transport containers and materials, and communication devices are present and fit for purpose prior to departure
- using communication devices to maintain contact between the courier, reception centre and routine pickup locations
- communicating effectively and courteously with individuals, customers, clients and reception staff
- maintaining confidentiality and reporting problems, accidents and incidents in accordance with procedures
- recording details of item exchange in relevant sections of chain of custody forms, as required
- maintaining stocks of consumables and collecting equipment at collection centres, as required
- cleaning up spills, if they occur, and minimising and disposing of waste in accordance with workplace procedures.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- need for appropriate and timely transport and the importance of effective communication with clients and customers to workplace business
- nature of samples and/or equipment transported and the effects of changes in environmental conditions, vibration and shock on them
- control measures for minimising exposure to hazardous materials and equipment

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- procedures for safe, efficient containment and clean up of spillages and breakages and their disposal
- maintenance requirements of vehicle and equipment used in the handling and transporting samples and equipment
- workplace procedures for responding to emergencies
- relevant hazards, work health safety (WHS) and environment requirements

Additional knowledge requirements will apply for different industry sectors. For example for biomedical samples:

- labile nature of biological and environmental samples
- possible infectivity of biological materials
- effects of exposure to radioactive materials.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL943004 Participate in laboratory or field workplace safety
- Holistic assessment methods include:
  - review of the candidate's job sheets or logs of completed activities
  - review of the quality of results traceable to the transport of samples or equipment by candidate
  - feedback from supervisors, other laboratory personnel and customers about the candidate's ability to communicate effectively and safely handle and transport samples and equipment in accordance with workplace procedures and schedules
  - direct observation of the candidate's work as a courier
  - oral or written questions to assess knowledge of workplace requirements for the handling and transport of samples and equipment
  - simulated role plays covering interactions between a courier and personnel at a reception desk or customer pickup centre.

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- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - transport vehicle, containers for transporting samples and test/calibration equipment, and communication devices
  - workplace protocols and procedures covering the handling and transport of samples or equipment.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL972001 Conduct routine site measurements

Modification History

Release 1. Supersedes and is equivalent to MSL972001A Conduct routine site measurements

Application

This unit of competency covers the ability to make direct measurements using workplace procedures. Measurements will be straightforward and involve a minimal number of steps, take a short time, have easily recognised control limits and use equipment calibrated by others. Measurements include the use of instruments and/or kits.

This unit of competency is applicable to production operators, field assistants and laboratory assistants in manufacturing, construction materials and environmental services industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Testing

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for measurements**	1.1	Confirm the purpose, priority and nature of measurements required
		1.2	Liaise with relevant personnel to arrange site access and all necessary clearances/permits

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		1.3	Identify site hazards and review workplace safety procedures
		1.4	Assemble all measuring and safety equipment and check they are fit for purpose
		1.5	Check all equipment/materials against a given inventory and stow them to ensure safe transport
		1.6	Arrange appropriate transport for site access as required
2	**Perform measurements**	2.1	Locate measurement points and services at the site
		2.2	Gain access to measurement points by removing covers and locks as appropriate
		2.3	Seek advice if the required measurements cannot be made or if procedures require modification
		2.4	Operate measuring equipment in accordance with workplace procedures and manufacturer instructions
		2.5	Take sufficient readings to ensure reliable data
		2.6	Record data with appropriate accuracy, precision and units
		2.7	Record environmental/site conditions and any other observations that may impact on data quality
		2.8	Recognise obvious errors/atypical data and take appropriate corrective action
		2.9	Secure measuring points by replacing covers and locking as appropriate
3	**Finalise measurements**	3.1	Follow workplace procedures for the cleaning/decontamination of equipment and vehicle as necessary
		3.2	Check all equipment and materials against inventory and stow for safe transport
		3.3	Liaise with relevant personnel to restore normal production and/or services as necessary

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		3.4	Report all measurements in accordance with workplace procedures
		3.5	On return, check and document serviceability of equipment before storage
4	**Maintain a safe work environment**	4.1	Use established work practices and personal protective equipment (PPE) to ensure personal safety and that of others
		4.2	Minimise environmental impacts of measurements and generation of waste
		4.3	Dispose of all waste in accordance with workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the requirements for the competence of testing and calibration laboratories, laboratory safety, quality management and environmental management
- national work health and safety (WHS) standards and codes of practice, national environmental protection measures, and national measurement regulations and guidelines
- specific codes, guidelines and procedures, such as National Association of Testing Authorities (NATA) accreditation

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requirements and principles of good laboratory practice (GLP)
- workplace documents, such as standard operating procedures (SOPs); quality and equipment manuals; calibration and maintenance schedules; material safety data sheets (MSDS); safety procedures; material, production and product specifications; production and laboratory schedules; workplace recording and reporting procedures; waste minimisation and safe disposal procedures; and maps and site plans
- measurement procedures for specific sites and clients

Direct measurements

Direct measurements role include, but are not limited to, one or more of:

- basic production/process parameters (e.g. flow, temperature, pressure, mass and depth, and dimensions)
- simple surveys (e.g. number of trees in quadrant)
- meteorological measurements (e.g. temperature, rainfall and wind)
- sound (e.g. dB level and dBA)
- light levels and illumination
- background radiation (e.g. Geiger counter)
- chemical tests using simple instruments and/or kits to test pH, specific ions, such as iron in water using dipsticks, dissolved oxygen (DO) and electrical conductivity (EC)

Measuring equipment

Measuring equipment includes, but is not limited to, one or more of:

- tape measures, rulers, micrometers, Vernier callipers and water level indicators
- balances
- meter/probe systems, such as DO and EC
- analogue and digital meters, such as voltage, current, resistance, pressure, temperature, barometers, anemometers and hygrometers
- dipsticks and spot test kits
- clocks and timing devices

Services

Services include one or more of:

- water supply, gas and electricity
- telecommunications
- irrigation, stormwater and drainage systems
- production plant

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Safety procedures

Safety procedures include, but are not limited to, one or more of:

- use of PPE
- handling, labelling and storing hazardous material and equipment in accordance with labels, MSDS, manufacturer instructions, and workplace procedures and regulations
- regular cleaning and/or decontamination of equipment
- use of machinery guards
- signage, barriers, service isolation tags, traffic control and flashing lights, and lockout and tag out procedures

Minimising environmental impacts

Minimising environmental impacts includes, but is not limited to, one or more of:

- appropriate disposal of surplus, spent or purged materials and hazardous waste
- recycling of non-hazardous wastes
- driving vehicles to minimise soil erosion and damage to fauna and vegetation
- cleaning of vehicles and equipment to prevent transfer of pests and contaminants

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL972001A Conduct routine site measurements

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL972001 Conduct routine site measurements

Modification History

Release 1. Supersedes and is equivalent to MSL972001A Conduct routine site measurements

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- safely making a variety of direct measurements at different sites on at least three (3) occasions
- liaising with others to access sites and perform measurements efficiently
- correctly locating measurement points and services at sites
- making measurements to minimise environmental impact and/or disruption to normal site operations
- safely operating instruments and test kits in accordance with workplace procedures and manufacturer instructions
- reading scales/displays accurately and taking sufficient measurements to ensure reliable data
- recording data that is legible, free of errors and has appropriate accuracy, precision and units
- recognising obvious errors/atypical data and using corrective actions, including:
  - logical check of equipment set-up
  - check of calibration, zero error and drift for basic instruments
  - careful re-reading of procedures
  - repeating measurements
  - seeking advice
- maintaining confidentiality and reporting problems and incidents in accordance with procedures
- following workplace procedures for safely conducting site measurements; recording and reporting data and any relevant legal traceability requirements; and maintenance, storage and transport of measurement equipment
- recognising own limitations and seeking timely advice.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- concepts of metrology, including:
  - all measurements are estimates
  - measurements belong to a population of measurements of the measured parameters

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  - precision, accuracy and significant figures
  - sources of error, uncertainty and repeatability
  - traceability
- international system of units (SI)
- purpose of measurements performed as part of job role and the principles of operation for the equipment/instruments used
- sources of uncertainty in measurement and methods for control
- workplace safety procedures associated with measurements undertaken as part of job role; the maintenance, storage and transport of measurement equipment; waste management and handling of dangerous goods
- workplace and/or legal traceability requirements
- procedures for recognising and reporting of unexpected or unusual results
- relevant hazards, work health safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL952001 Collect routine site samples
- Holistic assessment methods include:
  - review of the quality of site measurement data and documentation provided by the candidate
  - observation of the candidate performing a range of site measurements
  - feedback from supervisors and clients that relevant procedures were followed and that measurements were conducted in an efficient manner
  - oral/written questioning about workplace procedures for conducting site measurements; maintenance, storage and transport of measurement equipment; waste management and handling of dangerous goods.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:

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  - a variety of sites and relevant measuring equipment
  - safe operating procedures for equipment, site measurement procedures and documented safe work practices.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973013 Perform basic tests

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973001 Perform basic tests. Foundation skills information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to prepare samples and perform tests and measurements using standard methods with access to readily available advice from supervisors.

This unit of competency applies to laboratory/field assistants working in all industry sectors. In general, they do not calibrate equipment and make only limited adjustments to the controls. They do not interpret or analyse results or troubleshoot equipment problems.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Interpret test requirements**	1.1	Review test request to identify samples to be tested, test method and equipment involved
		1.2	Identify hazards and workplace controls associated with the sample, preparation methods, reagents and/or equipment
2	**Prepare sample**	2.1	Record sample description, compare with specification, record and report discrepancies
		2.2	Prepare sample in accordance with appropriate standard methods
3	**Check equipment before use**	3.1	Set up test equipment in accordance with test method
		3.2	Perform pre-use and safety checks in accordance with workplace procedures and manufacturer instructions
		3.3	Identify faulty or unsafe equipment and report to appropriate personnel
		3.4	Check calibration status of equipment and report any out-of-calibration items to appropriate personnel
4	**Perform tests on samples**	4.1	Identify, prepare and weigh or measure sample and standards to be tested
		4.2	Conduct tests in accordance with workplace procedures
		4.3	Record data in accordance with workplace procedures
		4.4	Perform calculations on data as required
		4.5	Identify and report out of specification or atypical results promptly to appropriate personnel
		4.6	Shut down equipment in accordance with operating procedures
5	**Maintain a safe work environment**	5.1	Use established safe work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
		5.2	Minimise the generation of wastes and environmental impacts
		5.3	Ensure safe disposal of laboratory and hazardous wastes

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	5.4 Clean, care for and store equipment and reagents as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Numeracy skills to calculate simple quantities using appropriate equations, units, uncertainties and precision

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes MSL973001 Perform basic tests.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL973013 Perform basic tests

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973001 Perform basic tests. Foundation skills information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- prepared samples using different processes
- performed at least 3 basic tests or measurements using standard methods and procedures.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- concepts of metrology, including:
  - all measurements are estimates
  - measurements belong to a population of measurements of the measured parameters
  - precision, accuracy and significant figures
  - sources of error, uncertainty and repeatability
  - traceability
- international system of units (SI)
- purpose of tests performed as part of job role and principles of the standard methods/specifications used
- sample preparation processes relevant to job role
- typical basic tests and methods relevant to job role
- measurements used for typical tests
- function of key components of the test equipment, pre-use equipment and safety checks
- sources of uncertainty in measurement and methods for control
- workplace and/or legal traceability requirements
- interpretation and recording of test result, including simple calculations
- procedures for recognising and reporting of unexpected or unusual results
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory equipped with basic test equipment, common measuring instruments, materials, standard methods, workplace procedures, SDS and equipment manuals.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973014 Prepare working solutions

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973002 Prepare working solutions. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to prepare working solutions and to check that existing stocks of solutions are suitable for use. Working solutions include those required to perform laboratory tests. Personnel are required to calculate quantities and make dilutions.

This unit of competency applies to laboratory assistants working in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Make up working**	1.1 Identify the relevant standard methods for solution

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	solutions		preparation
		1.2	Assemble specified laboratory equipment
		1.3	Select and prepare materials and solvent of specified purity
		1.4	Measure appropriate quantities of reagents for solution preparation and record data
		1.5	Prepare labels and log solution details in laboratory register
		1.6	Transfer solutions to appropriately labelled containers
2	**Check existing stock of solutions**	2.1	Monitor shelf life of working solutions and identify those that are unfit for use according to laboratory procedures
		2.2	Replace out-of-date or reject solutions according to laboratory procedures
3	**Maintain a safe work environment**	3.1	Use appropriate safety procedures and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
		3.2	Store reagents and clean/store glassware and equipment in accordance with workplace procedures
		3.3	Minimise generation of waste and environmental impacts
		3.4	Clean up spills using appropriate techniques
		3.5	Ensure the safe collection of laboratory and hazardous waste for subsequent disposal

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

Equivalent to MSL973002 Prepare working solutions, Release 1.

Links

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Assessment Requirements for MSL973014 Prepare working solutions

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973002 Prepare working solutions. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- safely prepared at least 5 examples of correctly labelled working solutions, including calculation of the quantities involved and any dilutions required
- checked existing stocks of working solutions and identified those unfit for use.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- concepts of metrology, including:
  - all measurements are estimates
  - precision, accuracy and significant figures
  - sources of error, uncertainty and repeatability
  - traceability
- working solutions
- international system of units (SI)
- concentration terms, such as % w/w, % w/v, % v/v, ppm (mg/L) and molarity
- basic theory of acids, bases, salts, buffers and neutralisation
- what affects solubility
- difference between aqueous and organic solutions
- periodic table, symbols of the elements, atomic weights, and difference between elements and compounds
- chemical formulae
- workplace procedures for preparing solutions
- calculations required to prepare specified amounts of solutions of specified concentration

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- use of safety data sheets (SDS) and workplace procedures for preparing, handling and disposing of solutions and cleaning up spillages
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory equipped with appropriate reagents and equipment
  - standard methods and workplace procedures
  - containers and storage facilities.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973015 Prepare culture media

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973003 Prepare culture media. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to prepare culture media which is free of contamination to facilitate optimal growth of organisms and cells. It includes the ability to organise the materials, equipment and work environment and follow standard methods. Media may be prepared from formulated powders obtained from microbiological companies or by first principles under supervision of a technical officer or scientist.

This unit of competency applies to laboratory assistants in the biomedical, biological, environmental, food processing and pharmaceutical industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare culture media**	1.1	Prepare mixture of media and solvent to ensure solution and even settling of heat soluble materials
		1.2	Label media to allow tracking in subsequent processes
		1.3	Use a vessel large enough to endure adequate mixing and heating of the media
		1.4	Check pH of media where pH is critical
		1.5	Dispense media into vessels for sterilisation, leaving room for expansion during heating and cooling
2	**Sterilise media**	2.1	Load the steriliser in keeping with maximum permitted loads and appropriate positioning of materials
		2.2	Ensure a sterilisation indicator is correctly placed with the load to monitor sterilisation process
		2.3	Operate sterilisation cycle in accordance with manufacturer requirements to achieve sterilisation at the required settings
		2.4	Cool media to the temperature specified in the media formulation procedures
		2.5	Sterilise media and/or media additives using membrane filtration techniques
3	**Dispense or aliquote media**	3.1	Add labile constituents where necessary, under conditions that will not lead to their denaturation or contamination of media
		3.2	Ensure even mixing of additives and media before dispensing
		3.3	Aseptically dispense media to minimise occurrence of procedural contamination
		3.4	Label media to allow for selection, avoiding areas of the culture vessel required for examination of colony growth
4	**Label media**	4.1	Date batch media to ensure correct batch rotation
		4.2	Label media to allow for selection, avoiding areas of the

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
			culture vessel required for examination of colony growth
		4.3	Maintain records of batches of media
5	**Store and incubate media**	5.1	Incubate control plates as a sterility check
		5.2	Store media to maximise shelf life and minimise contamination
6	**Perform quality control checks**	6.1	Inspect media for any evidence of possible contamination or problems with structure or sterilisation
		6.2	Check useability of selective media by growth of expected organism
		6.3	Check stored stocks at regular intervals for conformance to required standards
7	**Maintain work area and equipment to prevent cross-infection and contamination**	7.1	Use personal protective equipment (PPE) and safe work practices to ensure personal safety and that of other laboratory personnel
		7.2	Place disposable and reusable items into relevant receptacles
		7.3	Clean and disinfect work area and equipment after use
		7.4	Transport disposable and reusable contaminated materials to relevant areas for disinfection, sterilisation and cleaning or disposal

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

Equivalent to MSL973003 Prepare culture media, Release 1.

Links

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Assessment Requirements for MSL973015 Prepare culture media

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973003 Prepare culture media. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- effectively used standard methods to safely prepare at least 3 different batches of culture media that meet specifications and are free of contamination, including:
  - using appropriate sterilisation techniques, including maintaining adequate space between containers to prevent cross-contamination
  - performing quality assurance checks on media, including streaking out of cultures to a single colony
- effectively operated a pH meter.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- basic microbiological concepts and terminology, including growth rates in culture, and production of gas and haemolysis of red cells in media
- growth requirements of cells including microorganisms and tissue cells in terms of their laboratory culture
- purpose, content and features of culture media prepared in job role, and the relationship between the correct preparation of culture media and the optimal growth of organisms or cells
- nature, properties and use of a range of biological media
- cell culture:
  - agars, broths and solutions
  - slopes and deeps
  - common enriched media, differential media and selective media
  - common tissue culture media and transport media

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    - labile constituents including blood, hormones or antibiotics
- sterilisation techniques:
    - boiling, high temperature, high pressure steam and autoclaving
    - membrane filtration
    - radiation, gas and/or chemical treatments
- relationship between sterile practices, hygiene procedures and the ability to obtain growth free of contamination
- the effect of physical requirements including pH and temperature on optimal growth of organisms and cells
- the effect of inappropriate storage on culture media quality and performance
- relevant hazards and how to deal with the risks presented:
    - microorganisms and reagents
    - sharps and broken glassware
    - sources of heat including ovens and burners
    - fluids under pressure including steam from autoclaves
    - UV radiation
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
    - a standard laboratory equipped with appropriate reagents and equipment, including pH meters; balances; stirrers, water baths and hot plates; burners, autoclave; measuring cylinders, flasks and glassware; Petri dishes; media storage bottles; self-refilling syringes; membrane filtration equipment; labelling equipment; distilled water apparatus; refrigerators; sterilisation equipment and indicators
    - workplace schedules and procedures, SDS and documented safe work practices.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973016 Perform aseptic techniques

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973004 Perform aseptic techniques. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to perform aseptic techniques to maintain the integrity of both the sample source and the sample. It applies to sampling techniques in tissue culture and to generic microbiological procedures.

This unit of competency applies to laboratory assistants and technicians working in the field or laboratory in the biomedical, biological, food processing and environmental industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for aseptic sampling or transfer**	1.1	Check the sampling procedure conforms with the required sampling plan
		1.2	Use specified personal protective equipment (PPE)
		1.3	Prepare the work area for safe and effective sample transfer
		1.4	Select equipment and materials specified by the procedure
		1.5	Organise equipment to minimise contamination during manipulations
		1.6	Label containers for clear identification
		1.7	Record details in relevant log or database
		1.8	Macroscopically assess media and/or reagents to confirm sterility before use
2	**Transfer materials aseptically**	2.1	Protect the integrity of the sample source
		2.2	Sterilise inoculating loops and/or pipette where used to prevent contamination
		2.3	Perform transfer while minimising opportunities for contamination and cross-infection
		2.4	Protect the integrity of the sample source and destination after transfer, and before sealing the transport or culture vessel
		2.5	Re-sterilise inoculating loops, minimising the generation of aerosols as required
		2.6	Perform quality control checks to confirm aseptic transfer was successful
		2.7	Label transport or culture vessels for clear identification
3	**Maintain work area and equipment to prevent cross-infection and**	3.1	Place disposable and reusable items into relevant receptacles
		3.2	Clean and disinfect work area and equipment after use
		3.3	Transport disposable and reusable contaminated

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
contamination	materials to relevant areas for disinfection, sterilisation and cleaning or disposal
	3.4 Follow personal hygiene procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL973004 Perform aseptic techniques, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL973016 Perform aseptic techniques

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973004 Perform aseptic techniques. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- safely and effectively performed aseptic techniques when performing at least 3 different types of sample transfers from the following list:
  - body fluids (or simulated body fluids)
  - sterile liquid culture media
  - water
  - soil
  - sterile pharmaceuticals
  - yeasts and moulds
  - milk and yoghurt
  - swabs and smears
  - propagation tissue
  - plant material
  - fermented foods
  - fermented beverages
  - bacterial cultures.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- growth requirements of microorganisms including bacteria and fungi in terms of their laboratory culture

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- relationship between sterile practices, hygiene procedures and the ability to obtain growth free of contamination
- relationship between sterile practices and accurate test results
- importance of pure culture techniques and aseptic transfer to the successful microbiological investigation and correct interpretation of laboratory results
- cleaning and sanitising requirements of equipment and work area, and effects of physical and chemical agents on microbial growth and death
- sterilisation techniques:
  - flaming
  - high temperature, boiling and autoclaving
  - membrane filtration
  - radiation, gas and/or chemical treatments
- disinfection and sterilisation procedures used in the collection, processing and safe disposal of samples and materials
- principles of infection control related to work health and safety (WHS), and sampling and transfer of materials in microbiological investigations including how to minimise the generation of aerosols when flaming
- relevant hazards and how to deal with the risks presented:
  - injuries from sharps, burners, molten agar
  - ultraviolet (UV) light sources
  - exposure to hazardous substances and/or infectious agents
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and WHS requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory
  - test samples
  - appropriate equipment, including:
    - transfer equipment, such as inoculating loops, pipettes (quantitative and qualitative), flasks, tubes and spatulas
    - Sterilisation equipment such as bunsen burners, bench incinerators, autoclave and/or pressure cooker
    - Storage equipment such as incubators, water baths, refrigerators, freezers, anaerobic jars as required
    - laminar flow units or biohazard cabinets as required
    - swabs
  - appropriate materials, including:

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    - solid and/or liquid media
    - disinfecting and sterilising agents
    - consumables
    - receptacles for safe disposal of wastes and for processing of reusable materials
    - bar coding material and labels
- workplace schedules, procedures and standard methods, SDS and documented safe work practices.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973019 Perform microscopic examination

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973007 Perform microscopic examination. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to set up a light microscope for optimum resolution, to prepare routine samples and to observe, identify and report sample characteristics.

This unit of competency applies to laboratory or technical assistants in all industry sectors. The unit of competency covers limited interpretation and analysis of results. Troubleshooting of equipment and procedures is not required.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare samples for examination**	1.1	Log and label samples according to workplace procedures to ensure traceability
		1.2	Follow documented standard operating procedures to prepare samples for microscopic examination
2	**Set up and use a light microscope**	2.1	Carry and use a microscope correctly preventing damage to the equipment and ensuring operator safety
		2.2	Perform pre-use and safety checks to ensure equipment is fit for purpose
		2.3	Check lenses to ensure they are clean
		2.4	Set up the microscope for optimum resolution and even illumination
		2.5	Select the appropriate objectives and filter for the sample being examined
		2.6	Place sample correctly on the stage
3	**Observe and identify sample characteristics**	3.1	Recognise and identify significant sample characteristics
		3.2	Perform required calculations accurately
4	**Maintain a safe work environment**	4.1	Ensure safety and minimise cross-contamination through the use of personal protective equipment (PPE)
		4.2	Handle all samples and equipment in accordance with workplace safety protocols
		4.4	Minimise generation of waste and environmental impacts
		4.5	Collect and dispose of all wastes safely

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Numeracy skills to:
  - perform counts on samples using grids
  - take basic measurements
  - perform accurate calculations as required by the method, including:
    - dilutions
    - number of cells in original sample after dilution
    - calculation of cells/ml in a number of squares of a counting chamber
  - interpret and record test results reliably
  - log and track samples through all steps from sample receipt to completion of the examination and reporting.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL973007 Perform microscopic examination, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL973019 Perform microscopic examination

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973007 Perform microscopic examination. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- set up a microscope for köhler illumination on 10x, 40x and 100x magnification on at least 3 occasions
- safely prepared and focused on at least 3 different sample types for examination with a compound light microscope including 3 from the following list:
  - preparing and staining a smear or film with a monolayer of cells
  - preparing a wet mount
  - loading a sample into a counting chamber
  - preparing hand cut samples
- observed, identified and reported the microscopic characteristics of at least 2 different sample types including at least 1 from the following list:
  - intact living or non-living organism
  - fixed and stained cells
  - wet mount
- taken basic measurements
- performed a count using a grid
- performed accurate calculations as required by the method, including:
  - dilutions
  - number of cells in original sample after dilution
  - calculation of cells/volume based cell counts.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

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- nature of samples, sample preparation methods, methods of examination and associated hazards
- parts and functions of a light microscope and steps taken to optimise the resolution of images
- procedures and reporting requirements for spills, faulty or unsafe equipment, hazards and incidents
- types of samples relating to job role
- causes and basic troubleshooting of common artefacts or incorrect results in microscopy
- vernier measurement and micrometry techniques
- sample characteristics restricted to what can be viewed by light microscopy:
  - shape and size of particles
  - presence of contamination
  - colour
  - consistency and variability
  - number of cells (e.g. cells in blood or other particulate samples, such as a yeast suspension or pollen grains)
  - type of cells
  - colour/staining and morphology
- applications of different types of microscopes/setups including compound light, dark field, phase contrast, fluorescent, electron, polarising and stereomicroscope (dissecting)
- awareness of environmental sustainability issues as they relate to the work task
- traceability requirements
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory equipped with appropriate equipment, including light microscopes and samples
  - workplace procedures, standard methods and materials
  - a light microscope.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973025 Perform basic tests

Modification History

Release 1. Supersedes and equivalent to MSL973013 Perform basic tests. Minor changes to Performance Criteria. Duplicating items removed from Knowledge Evidence.

Application

This unit of competency describes the skills and knowledge to prepare samples and perform tests and measurements using standard methods with access to readily available advice from supervisors.

This unit of competency applies to laboratory/field assistants working in all industry sectors. In general, they do not calibrate equipment and make only limited adjustments to the controls. They do not interpret or analyse results or troubleshoot equipment problems.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Competency Field

Testing

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Interpret test requirements	1.1 Review test request to identify samples to be tested, test method and equipment involved 1.2 Identify hazards and workplace controls associated with the sample, preparation methods, reagents and/or equipment
2. Prepare sample	2.1 Match sample provided to accompanying documentation and report any discrepancies in accordance with workplace procedures 2.2 Prepare sample in accordance with workplace procedures
3. Check equipment	3.1 Set up test equipment in accordance with test method

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Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
before use	3.2 Perform pre-use and safety checks in accordance with workplace procedures and manufacturer instructions 3.3 Identify faulty or unsafe equipment and report to appropriate personnel 3.4 Check calibration status of equipment and report any out-of-calibration items to appropriate personnel
4. Perform tests on samples	4.1 Identify, prepare and weigh or measure sample and standards to be tested 4.2 Conduct tests in accordance with workplace procedures 4.3 Record data in accordance with workplace procedures 4.4 Perform any required calculations on data 4.5 Identify and report out of specification or atypical results promptly to appropriate personnel 4.6 Shut down equipment in accordance with operating procedures
5. Maintain a safe work environment	5.1 Use established safe work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel 5.2 Minimise the generation of wastes and environmental impacts 5.3 Ensure safe disposal of laboratory and hazardous wastes 5.4 Clean, care for and store equipment and reagents in accordance with workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Numeracy skills to calculate simple quantities using appropriate equations, units and precision.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

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Unit Mapping Information

Supersedes and is equivalent to MSL973013 Perform basic tests.

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Assessment Requirements for MSL973025 Perform basic tests

Modification History

Release 1. Supersedes and equivalent to MSL973013 Perform basic tests. Minor changes to Performance Criteria. Duplicating items removed from Knowledge Evidence.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- prepared samples using at least 2 different processes
- performed at least 3 different basic tests or measurements using standard methods and procedures.
-

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- basic measurement concepts, including repeatability, precision, accuracy and significant figures
- international system of units (SI)
- purpose of tests performed as part of job role and principles of the standard methods/specifications used
- sample preparation processes relevant to job role
- function of key components of the test equipment, pre-use equipment and safety checks
- sources of uncertainty in measurement and methods for control
- workplace and/or legal traceability requirements
- interpretation and recording of test result, including simple calculations
- procedures for recognising and reporting of unexpected or unusual results
- legal, ethical and work health and safety (WHS) requirements specific to the work task.
-

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory equipped with basic test equipment, common measuring instruments and materials
  - safety data sheets (SDS)

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- equipment manuals
- workplace procedures.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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MSL974017 Prepare, standardise and use solutions

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974001 Prepare, standardise and use solutions. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to prepare, standardise and monitor the quality of solutions.

This unit of competency applies to laboratory technicians working in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare solutions**	1.1	Select appropriate procedure for solution preparation
		1.2	Select equipment, materials and solvent of specified

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			purity
		1.3	Measure appropriate quantities of reagents for solution preparation and record data
		1.4	Select and assemble specified laboratory equipment and appropriate grade of glassware
		1.5	Perform specified dilutions
		1.6	Prepare solutions to achieve homogeneous mix of the specified concentration
		1.7	Label and store solutions to maintain identity and stability
2	**Standardise and use volumetric solutions**	2.1	Assemble appropriate laboratory equipment
		2.2	Perform serial dilutions as required
		2.3	Standardise the solution to the required specified range and precision
		2.4	Label and store solutions to maintain identity and stability
		2.5	Use standard volumetric solutions to determine concentration of unknown solutions
3	**Calculate and record data**	3.1	Calculate specified concentrations
		3.2	Use authorised procedure if data is to be modified
		3.3	Estimate and document uncertainty of measurement in accordance with workplace procedures
		3.4	Record all relevant details according to laboratory procedures and report results
		3.5	Report concentration with appropriate units
4	**Monitor the quality of laboratory**	4.1	Check solutions for visual deterioration and expiry date
		4.2	Record details and label solutions according to

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	solutions		laboratory procedures
5	**Maintain a safe work environment**	5.1	Use established safe work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
		5.2	Clean up spills using appropriate techniques to protect personnel, work area and environment
		5.3	Minimise generation of waste and environmental impacts
		5.4	Ensure the safe collection of laboratory and hazardous waste for subsequent disposal
		5.5	Store equipment and reagents as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Numeracy skills to:
  - select and use primary and secondary standards and indicators
  - determine equivalence points using indicators and graphical methods
  - calculate the concentration of the solution with appropriate units and uncertainties given the chemical reaction for the titration
  - recognise control results that are not within acceptable range.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL974001 Prepare, standardise and use solutions, Release 1.

Links

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Assessment Requirements for MSL974017 Prepare, standardise and use solutions

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974001 Prepare, standardise and use solutions. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- prepared and effectively standardised at least 3 different solutions in accordance workplace procedures and/or standard methods
- selected and used primary and secondary standards and indicators
- determined equivalence points using indicators and graphical methods.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- concepts of metrology, including:
  - all measurements are estimates
  - precision, accuracy and significant figures
  - sources of error, uncertainty and repeatability
  - traceability
- scientific terminology for different types of solutions
- the chemistry of acids, bases, buffers and redox reactions
- chemical symbols and atomic mass
- formulae for calculating concentration % w/w, % w/v, % v/v, ppm (mg/L)
- moles and molarity
- what affects solubility
- reactions used for standardisation and desirable characteristics
- function and use of basic laboratory equipment
- grades of glassware, reagents and their use
- established safe work practices:

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  - use of PPE, such as safety glasses, gloves and coveralls
  - correctly labelling reagents and hazardous materials
  - handling and storing hazardous material and equipment in accordance with labels, SDS, manufacturer instructions, and workplace procedures and regulations
  - regular cleaning and/or decontamination of equipment and work areas
  - prompt clean-up of spills in accordance workplace procedures
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory equipped with appropriate reagents and equipment to prepare and standardise solutions, such as pH meters; balances; magnetic stirrers, water baths and hot plates; measuring cylinders, beakers, conical flasks, volumetric flasks, pipettes and burettes; filter papers and funnels; and fume cupboards
  - standard methods and workplace procedures
  - containers and storage facilities.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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MSL974019 Perform chemical tests and procedures

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974003 Perform chemical tests and procedures. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to interpret chemical test requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine chemical tests. These tests will involve several measurement steps. The unit includes basic data processing and interpretation of results.

This unit applies to laboratory or technical assistants and instrument operators in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Interpret and schedule test requirements**	1.1	Review test request to identify samples to be tested, test method and equipment and instruments involved
		1.2	Identify hazards and workplace control measures associated with the sample, preparation and test methods, reagents and/or equipment
		1.3	Plan work sequences to optimise throughput of multiple samples
2	**Receive and prepare samples**	2.1	Log samples using standard operating procedures (SOPs)
		2.2	Record sample description, compare with specification and note and report discrepancies
		2.3	Prepare samples and standards in accordance with chemical testing requirements
3	**Check equipment before use**	3.1	Set up equipment and instruments in accordance with test method requirements
		3.2	Perform pre-use and safety checks in accordance with relevant workplace and operating procedures
		3.3	Check equipment calibration using specified standards and procedures
		3.4	Inspect reagents required for quality issues including visual checks and expiry
		3.5	Maintain equipment log in accordance with workplace procedures
4	**Test samples to determine chemical species or properties**	4.1	Operate equipment and instruments in accordance with test method requirements
		4.2	Perform tests or procedures on all samples and standards in accordance with specified methods
		4.3	Shut down equipment and instruments in accordance

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
			with operating procedures
5	**Process and interpret data**	5.1	Record test data noting atypical observations and anomalies
		5.2	Construct calibration graphs and compute results for all samples from these graphs
		5.3	Check calculated values for consistency with expectations
		5.4	Record and report results in accordance with workplace procedures
		5.5	Determine if obvious procedure or equipment problems have led to atypical data or results
6	**Maintain a safe work environment**	6.1	Use established safe work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
		6.2	Minimise the generation of wastes and environmental impacts
		6.3	Safely collect and dispose of laboratory and hazardous waste
		6.4	Care for and store equipment and reagents as required
7	**Maintain laboratory records**	7.1	Record entries on report forms or into a laboratory information management system accurately calculating, recording or transcribing data as required
		7.2	Ensure traceability of sample from receipt to reporting of results

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Problem-solving skills to trace and source obvious causes of artefacts, track obvious test malfunctions for standardised procedures, and troubleshoot basic equipment and methods.
- Calculate the concentration of solutions.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL974003 Perform chemical tests and procedures, Release 1.

Links

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Assessment Requirements for MSL974019 Perform chemical tests and procedures

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974003 Perform chemical tests and procedures. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- safely performed at least 3 different chemical tests involving several measurement steps including at least 1 of the following:
  - colorimetric techniques
  - infrared and ultraviolet-visible (UV-VIS) spectrophotometry
  - other spectrometric techniques
  - chromatographic techniques
  - electrochemical techniques
  - electrophoretic techniques
  - soil testing techniques
  - gravimetric analysis
  - titrimetric analysis
  - filtration, separation and solvent extraction techniques
  - corrosion testing, cement content and accelerated weathering.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- why chemical tests are performed
- relevant chemical principles and concepts, including:
  - elements, compounds, ions, atoms, molecules, bonding and links to chemical properties
  - periodic table and symbols of elements

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    - atomic mass and molecular weight
    - moles and molarity
    - chemical formulae and balancing equations
    - chemical reactions
    - energy levels and absorption/emission spectra
- purpose of the tests and/or procedures conducted
- international system of units (SI)
- principles and concepts related to equipment and instrument operation, tests and/or procedures
- requirements for cleaning up spills and reporting faulty or unsafe equipment, hazards and incidents.
- concepts of metrology, including:
    - all measurements are estimates
    - precision, accuracy and significant figures
    - sources of error, uncertainty and repeatability
    - traceability
- function of key components of the equipment and instrument and reagents and effects of modifying equipment and instrument variables
- common causes of analytical errors
- calibration requirements and basic equipment and method troubleshooting procedures
- sample preparation procedures for the tests and/or procedures conducted
- traceability requirements
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
    - a standard laboratory equipped with appropriate sample preparation and test equipment, instruments, standards and reagents
    - workplace procedures and standard methods
    - records, including test and calibration results; equipment use, maintenance and servicing history, and faulty or unsafe equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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MSL974020 Perform food tests

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974004 Perform food tests. Changes to performance criteria. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to interpret food test requirements, prepare samples, conduct pre-use and calibration checks on equipment, and perform routine testing of raw food materials, in-process materials and final products. These tests will involve several measurement steps. The unit includes data processing and some interpretation of results and tracking of obvious test malfunctions where the procedure is standardised. However, personnel are not required to analyse data, optimise tests/procedures for specific samples or troubleshoot equipment problems where the solution is not apparent.

This unit applies to laboratory or technical assistants and instrument operators working in the food and beverage processing industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Interpret and schedule test requirements**	1.1	Review test request to identify samples to be tested, test method and equipment/instruments involved
		1.2	Identify hazards and workplace controls associated with the sample, preparation/test methods, reagents and/or equipment
		1.3	Plan parallel work sequences to optimise throughput of multiple sets of samples
2	**Receive and prepare food samples**	2.1	Log samples using standard operating procedures (SOPs)
		2.2	Record sample description, compare with specification and note and report discrepancies
		2.3	Prepare samples and standards in accordance with food testing requirements
3	**Check equipment before use**	3.1	Set up equipment/instruments in accordance with test method requirements
		3.2	Perform pre-use and safety checks in accordance with relevant workplace and operating procedures
		3.3	Check equipment calibration using specified standards and procedures
		3.4	Inspect reagents required for quality issues including visual checks and expiry
4	**Test samples to determine food components and characteristics**	4.1	Operate equipment/instruments in accordance with test method requirements
		4.2	Perform tests/procedures on all samples and standards in accordance with specified methods
		4.3	Shut down equipment/instruments in accordance with operating procedures

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

5	**Process data**	5.1	Record test data noting atypical observations
		5.2	Construct calibration graphs and compute results for all samples from these graphs
		5.3	Ensure calculated values are consistent with reference standards and expectations
		5.4	Record and report results in accordance with workplace procedures
		5.5	Determine if basic procedure or equipment problems have led to atypical data or results
6	**Maintain a safe work environment**	6.1	Use established safe work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
		6.2	Minimise the generation of wastes and environmental impacts
		6.3	Ensure the safe collection of laboratory and hazardous waste for subsequent disposal
		6.4	Care for and store equipment and reagents as required
7	**Maintain laboratory records**	7.1	Make entries on report forms or into a laboratory information management system accurately calculating, recording or transcribing data as required
		7.2	Ensure traceability of sample from receipt to reporting of results

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Numeracy skills to:

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- process data, interpret gross features of data/results and make relevant conclusions
- prepare calibration graphs and calculate results using appropriate equations, units, uncertainties and precision

- Problem-solving skills to:
  - identify atypical results as either out-of-normal range or an artefact
  - trace and source obvious causes of an artefact, track obvious test malfunctions for standardised procedures, and troubleshoot basic equipment and methods.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL974004 Perform food tests, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL974020 Perform food tests

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974004 Perform food tests. Changes to performance criteria. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- performed at least 5 routine food tests or procedures involving several measurement steps including at least 4 of the following:
  - sensory tests
  - visual tests
  - package integrity and compatibility test
  - physical/mechanical tests
  - chemical tests
  - thermal tests including stability of products and effectiveness of heat treatments

- prepared samples using 3 different processes including at least 2 of the following:
  - grinding and milling
  - preparation of discs
  - digestion
  - extracting
  - refluxing
  - degassing
  - enzymatic treatment
  - washing and drying
  - ashing and temperature equilibration
  - precipitation and centrifugation
  - filtration
  - flocculation

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- evaporation.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- basic principles and concepts underpinning the food tests or procedures including:
  - ions, atoms, molecules, bonding, affinities and related properties
  - chemical reactions (acid/base and complexiometric)
  - structure and properties of proteins, lipids, carbohydrates, vitamins and minerals
  - food additives, flavourings and essences
  - nutrient value of major food groups
  - interaction of water with food components
  - chemical and microbial changes in food
  - food preservation techniques including atmosphere and modified atmosphere in relation
  - basic biochemistry of fermentation reactions
  - function of packaging for product integrity and controlled atmosphere
  - electromagnetic spectrum and absorption, emission and refraction of light
  - quality control program for raw materials, process control and finished product inspection
- purpose of the food tests or procedures conducted
- basic principles and concepts related to equipment and instrument operation and tests or procedures implemented
- concepts of metrology, including:
  - all measurements are estimates
  - precision, accuracy and significant figures
  - sources of error, uncertainty and repeatability
  - traceability
- function of key components of the equipment/instrument used
- effects on the test of modifying equipment/instrument variables
- common sample preparation processes relevant to job role
- types of food tests and procedures:
  - sensory tests
  - visual tests of content and package
  - physical/mechanical tests
  - chemical analysis
  - microbiological tests
  - molecular tests
  - thermal tests including stability of products and effectiveness of heat treatments
- workplace and/or legal traceability requirements
- awareness of environmental sustainability issues as they relate to the work task

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- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory equipped with test equipment, instruments, standards and materials
  - workplace procedures and standard methods
  - records, including:
    - test and calibration results
    - equipment use, maintenance and servicing history.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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MSL974021 Perform biological procedures

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974006 Perform biological procedures. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to interpret work requirements, prepare samples, and perform routine biological procedures. These procedures may involve several steps and are used to classify organisms and biologically active compounds by analysing their biological and/or chemical characteristics. This unit includes interpretation of results and troubleshooting obvious departures from standard procedures.

This unit of competency applies to technical assistants working in the biomedical, environmental, biotechnology and education industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Interpret and schedule work requirements**	1.1	Review work request to identify samples, required procedures and materials/equipment/instruments involved
		1.2	Identify hazards and workplace control measures associated with the sample, preparation methods, reagents and/or equipment
		1.3	Plan parallel work sequences to optimise throughput of multiple sets of samples
2	**Receive and prepare biological samples**	2.1	Log samples using standard operating procedures (SOPs)
		2.2	Record sample description, compare with specification and note and report discrepancies
		2.3	Prepare samples in accordance with testing requirements
3	**Perform techniques that assist in the classification of organisms**	3.1	Identify characteristics used to classify organisms
		3.2	Use dichotomous keys to identify organisms
4	**Perform biological procedures**	4.1	Set up and use equipment and reagents in accordance with the method
		4.2	Perform techniques in accordance with the standard operating procedures
5	**Maintain a safe work environment**	5.1	Use established safe work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
		5.2	Minimise the generation of waste
		5.3	Safely dispose of biohazardous wastes

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	5.4	Clean, care for and store equipment and reagents as required
6 **Maintain laboratory records**	6.1	Record entries on report forms or into a laboratory information management system, accurately calculating, recording or transcribing data as required
	6.2	Ensure traceability of sample from receipt to reporting of results

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL974006 Perform biological procedures, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL974021 Perform biological procedures

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974006 Perform biological procedures. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- classify 2 organisms from 2 different kingdoms to species level using a dichotomous approach
- safely and accurately performed 3 multistep biological procedures, using a minimum of 2 different techniques from the following list:
  - multistep staining:
    - haematological
    - histological
    - microbiological
  - preparation and examination of samples to demonstrate mitosis microscopically
  - preparation and enumeration of microscopic samples
  - colorimetry
  - spectrophotometry
  - chromotography
  - electrophoresis
  - electrochemistry
  - multistep molecular technique
  - multistep immunological technique.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

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- biological principles and concepts underpinning tests and procedures associated with job role:
  - basic classification and taxonomy of organisms including prokaryotes and eukaryotes, bacteria, viruses, fungi, plants, animals, parasites and prions
  - interrelationships of biological systems including the carbon cycle and energy cycle
  - basic structure and function of a plant and animal cell and the respective organelles (plant and animal)
  - cell membrane activity, including diffusion (passive, facilitated and active), osmosis, tonicity and plasmolysis
  - plant and animal tissue types
  - phases of the cell cycle including phases of mitosis
  - mendelian genetics including inheritance, meiosis, karyotypes, dominant and recessive traits, genotypes, phenotypes, and pedigrees
  - basic structure and function of chromosomes, nucleic acids and proteins
  - chemical and physical characteristics of organic molecules
  - basic structure and function of including carbohydrates, fats and amino acids
  - basic role of biologically significance of ions, including calcium, iron, magnesium, sodium, potassium, chloride and phosphate
- purpose of procedures implemented (why they are used and what they demonstrate)
- calculation steps to give results in appropriate units and precision
- importance and appropriate use of controls and certified reference materials
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task including traceability, confidentiality and security requirements of all clinical information, and laboratory data and records.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory equipped with appropriate test equipment and instruments, safety equipment, reagents and materials
  - standard operating procedures (SOPs) and testing methods
  - records, including:
    - test calibration results
    - equipment use, maintenance and servicing history
    - faulty or unsafe equipment
    - batch number, catalogue number and use-by-date for analytical kits.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL975038 Conduct sensory analysis

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL975005 Conduct sensory analysis. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to set up and coordinate sensory analysis and assess the results obtained from a routine sensory analysis.

This unit applies to laboratory technicians and technical officers working in the food industry. Although a supervisor may not always be present, the technician will follow standard operating procedures (SOPs) that will clearly describe the scope of permitted practice in modifying testing procedures and for communicating results to people outside of the laboratory.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Select panellists/individuals for sensory analysis**	1.1	Perform initial screening of potential panellists/individuals based on the testing brief
		1.2	Use information to select suitable people
		1.3	Analyse and report the results used to establish a panel
2	**Prepare panellists for sensory analysis**	2.1	Prepare panellists for sensory analysis
		2.2	Conduct any training required to detect test characteristics
		2.3	Instruct panellists on recording and reporting requirements of test data
3	**Prepare samples for sensory analysis**	3.1	Prepare reference samples to be used for the sensory analysis specification
		3.2	Prepare evaluation samples to sensory analysis specification
		3.3	Apply food safety procedures in the preparation and presentation of samples
		3.4	Identify and report on any defects or abnormalities in samples
4	**Conduct routine sensory analysis**	4.1	Select appropriate test materials for the information required
		4.2	Ensure tests are conducted according to workplace procedures
		4.3	Analyse data
		4.4	Report on process and results in accordance with workplace procedures
5	**Evaluate and**	5.1	Assess the possible effects of group attributes

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	report findings	5.2 Review reliability of results for group bias
		5.3 Complete all relevant documentation and present findings
6	**Maintain a safe work environment**	6.1 Use established work practices to ensure personal safety and that of other personnel
		6.2 Minimise the generation of waste and environmental impacts
		6.3 Safely collect laboratory waste for subsequent disposal
		6.4 Care for and store equipment and reagents as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Writing skills to develop questionnaires
- Oral communication skills to interact effectively with panellists including those who have diverse cultural and social backgrounds.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL975005 Conduct sensory analysis, Release 1.

Links

Training Package Companion Volumes - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL975038 Conduct sensory analysis

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL975005 Conduct sensory analysis. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- established and coordinated at least 1 sensory analysis test that includes a minimum of 5 panellists.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- anatomy, physiology and functions of taste and smell to determine sample appearance, texture, aroma and flavour
- the primary flavour characteristics of sweet/sour, umamic and bitter/salty
- interaction of sensory activity, such as the interaction between taste and smell, and effect of temperature on samples
- associated characteristics of mouth feel and appearance
- consumer research methods
- information used to select suitable panellists
- principles of descriptive, discriminative and affective sensory analysis methods
- principles of effective control of the sensory testing environment, such as conditions that can dull sensitivity
- principles and purpose of test methods implemented (why they are used and what they demonstrate)
- attributes of panellists which could affect the results, such as:
  - age, gender and ethnicity
  - smoking
  - medications

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    - qualifications and trained/untrained
    - random panel
    - cultural food preferences/food styles
- likely causes of variation in results and their control
- typical samples include:
    - raw materials, ingredients, final products, packaging materials, and materials which come in contact with the product
    - materials at stages of production
    - process aids and adjuncts
- common testing methods:
    - triangular test, duo-trio test, ranking test, paired comparison test and blending test
    - flavour profile
    - threshold analysis
    - discriminative testing, descriptive testing and affective testing
- typical uses of the results obtained from the sensory analysis:
    - marketing studies
    - purchasing requirements
    - quality assurance at various stages of production
    - quality control and troubleshooting
    - research and development of new products
    - customer returns
    - product recalls
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task including traceability, confidentiality and security requirements of all client information, and laboratory data and records.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
    - statistical data sheets and charts, logbooks and scientific calculators
    - relevant ISO Standards and Australian Standards
    - a sensory evaluation panel room and group of panellists.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Training Package Companion Volumes -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSMBLIC001 Licence to operate a standard boiler

Modification History

Release 1. Supersedes and is equivalent to MSABLIC001 Licence to operate a standard boiler.

Application

This unit specifies the outcomes required to operate a standard boiler safely. This includes boiler start-up, handover, monitoring, shutdown and storage of a boiler that uses a single fuel source and does not have an air pre-heater, feed water heater, superheater, attempurator or desuperheater, simultaneous dual fuel firing capability or economiser attached.

This unit also covers the preparation for inspection procedures as specified in manufacturer recommendations, identification of maintenance requirements and relevant risk control measures.

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, High Risk Work, and meets Commonwealth, state and territory high risk work licensing requirements. Any alteration to the unit content or outcomes would result in a unit that is not acceptable to WHS/Occupational Health and Safety (OHS) regulators for the purpose of licensing.

Pre-requisite Unit

Nil

Competency Field

Unit Sector

Boiler operation (licensed)

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element
1	**Plan and prepare**	1.1 Follow standard operating procedures (SOPs)

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	for work	1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Identify potential workplace hazards and appropriate risk control measures consistent with appropriate standards to ensure the safety of personnel and equipment
		1.4	Locate and review appropriate records to prepare for boiler operation
		1.5	Identify the type of boiler and plan boiler operations according to procedures
		1.6	Identify appropriate personal protective equipment (PPE) in accordance with SOPs
		1.7	Identify suitable communication methods and confirm with appropriate personnel
2	**Start up boiler**	2.1	Apply risk prevention and risk control measures to the work area according to procedures
		2.2	Select communication equipment and inspect for serviceability
		2.3	Select all necessary equipment and inspect for operational effectiveness according to procedures, including establishing water level
		2.4	Check boiler visually for any damage or defects and report and record any found according to procedures with appropriate action taken
		2.5	Vent boiler to atmosphere prior to start-up, as required
		2.6	Carry out pre-start up checks on the boiler and bring the boiler online safely according to procedures
		2.7	Start up boiler according to procedures
		2.8	Identify maintenance requirements and any visual faults and report according to procedures
		2.9	Confirm, complete and log all maintenance and/or repairs and associated isolations and make the equipment serviceable

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3	**Monitor boiler operation**	3.1	Diagnose operating status of the boiler
		3.2	Maintain operating log clearly and accurately according to procedures
		3.3	Monitor boiler, valves, fittings and pressure gauges according to procedures
		3.4	Blow boiler water level gauges through both steam and water sides
		3.5	Test standby plant and equipment according to procedures
		3.6	Conduct boiler water quality tests, where required, and record the results according to procedures
		3.7	Adjust boiler water chemicals after tests, where appropriate and required according to procedures and notify downstream users, if necessary
		3.8	Activate the automatic blowdown and, where required, boiler is blown down to adjust total dissolved solids (TDS) levels to recommendations
		3.9	Communicate handover information regarding boiler status and operation clearly to relevant personnel according to procedures
		3.10	Respond immediately to any boiler emergency in accordance with procedures
4	**Shut down boiler**	4.1	Shut down the boiler for inspection according to procedures, as required
		4.2	Identify maintenance requirements and report any visual faults according to procedures
		4.3	Complete isolations associated with in-service maintenance according to procedures
		4.4	Clean boiler internally and externally to manufacturer recommendations and procedures, where required
		4.5	Complete boiler operating log for shutdown

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5	**Store boiler in shutdown mode**	5.1	Identify storage time and condition of storage, where required
		5.2	Store boiler in safe condition for access in accordance with manufacturer recommendations and procedures
		5.3	Test stored boiler water and chemicals, where required, and handle in accordance with procedures, where storage is for extended periods

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Boiler includes:

Fixed and modulating combustion controls and a single heat source. Operation includes a battery of boilers and boilers that have a single thermal or solar heat source.

Note: Boilers meeting the definition of ‘advanced boiler’ are excluded.

Standard boiler includes:

- vessel or an arrangement of vessels and interconnecting parts in which steam and vapour is generated or in which water or other liquid is heated above that of the atmospheric pressure by the application of:
  - fire
  - the products of combustion
  - electrical power
  - similar means
- fixed and modulating combustion controls, fixed and

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modulated air supply, a single fuel source and will have:

- boiler piping
- supports
- mountings
- valves
- gauges
- fittings
- controls
- boiler settings and directly associated equipment

Type of boiler includes one or more of the following:

- fire tube
- water tube
- once through boilers
- waste heat
- electrically heated
- novel or unique

Hazards include one or more of the following:

- asbestos lagging
- chemical hazards
- thermal hazards
- manual handling hazards
- machinery guard requirements
- hot exposed steam pipe
- leakage of steam
- leakage of fuel
- odour of gas
- fumes from a liquid chemical spill
- faulty/broken ladder or hand rail
- working at heights
- flammable liquids
- fire and explosion
- electrical hazards
- work area, including:
  - illumination
  - excessive noise from machinery
  - spillage of oil
  - rubbish and combustibles
  - obstruction

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Risk control methods include:

Risk control methods refer to the systematic process of eliminating or reducing the risk to personnel and property through the application of controls.

It includes the application of the hierarchy of control:

- elimination
- substitution
- isolation
- engineering controls
- administrative controls
- personal protective equipment (PPE)

Appropriate standards include one or more of the following:

- legislation
- codes of practice
- manufacturer specifications
- Australian Standards
- technical standards (International)
- industry standards (where applicable)

Procedures include one or more of the following:

- manufacturer guidelines (e.g. instructions, specifications or checklists)
- industry operating procedures
- workplace procedures (e.g. work instructions, operating procedures or checklists)

Equipment includes one or more of the following:

- gas monitoring equipment
- water testing equipment
- fire-fighting equipment
- workplace first aid equipment
- work platform and associated gear, including walkways

Communication methods include one or more of the following:

- verbal and non-verbal language
- written instructions
- signage
- hand signals
- listening
- questioning to confirm understanding
- appropriate worksite protocol

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Appropriate personnel includes one or more of the following:

- production workers
- maintenance workers
- supervisors and managers
- other boiler operators
- suppliers
- colleagues

Records include one or more of the following:

- operating log books
- maintenance records
- records of faults and potential faults
- isolation procedures
- safe operating procedures
- daily operating inspections
- repairs carried out according to manufacturer recommendations and operating procedures
- workplace record keeping requirements
- details of any daily or periodic maintenance work
- details of yearly programmed or additional maintenance work

Risk control measures include one or more of the following:

- barricades and controls
- machine guarding
- fall prevention
- pedestrian controls
- adequate illumination
- noise controls
- signage
- PPE

PPE includes one or more of the following:

- thermally insulated gloves
- hard hat protection
- ear protection (muffs or plugs)
- chemical resistant gloves and apron
- respiratory devices
- eye protection
- working protective gloves
- whole body fire-resistant clothing

Communication equipment includes one or more of the

- two-way radios
- mobile phones

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following:

- intercoms
- landline telephones
- pagers
- satellite phones
- computers

Pre-start up checks include:

- testing warning lamps or visual warning indicators
- control panel checks
- checks of feedwater supply system
- fuel supply/heat source system
- operation and position of boiler valves
- combustion air supply system
- boiler water level
- essential fittings and gauges
- selection of PPE
- inspection and location of inspection and explosion doors (where applicable)
- identification of hazards and management of risks and maintenance problems
- fire-fighting equipment
- manufacturer recommendations and checklists
- relevant records and logs

Start-up includes:

- purge boiler furnace
- heat input
- warm-up reticulation system
- venting the boiler of air, where required
- steam traps and steam line purge system operations
- reticulation line pressure
- steam usage and supply

Maintenance includes:

- leaking steam pipe
- pressure gauge accuracy
- exposed electrical wiring
- defective illumination in the workplace
- leaking fuel pump gland
- leaks in high pressure feed line
- leaking gauge glass mounting
- leaking safety valve
- isolation procedures, hardware and equipment

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Faults include one or more of the following:

- abnormal operating conditions
- boiler tube failure
- feedwater supply and/or other major auxiliary loss
- wet steam
- high dissolved oxygen
- pH of water
- high conductivity
- actuator or valve mechanical or electrical fault/failure
- instrument failure
- steam leak

Diagnosed includes one or more of the following:

- senses, including:
  - audio
  - smell
  - touch
  - visual
- remote or local indicators and recorders
- computers and alarms, including:
  - visible
  - audible

Operating log includes:

- date and time of checking
- each check, examination and results
- printed and signed name of person who performed the checks
- date and time of any lockout or equipment malfunction
- results of tests on boiler or feedwater
- changes in operation

Valves and fittings include one or more of the following:

- safety valves
- gauge glasses
- main steam stop valve
- feedwater stop valve
- feed check valve
- blowdown valve
- steam side/line drain valves
- flame failure detection device
- water level controller

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- boiler steam pressure gauge

Monitored includes:

- water supply system
- checks of steam reticulation line pressure
- usage and supply of steam
- quality of steam
- combustion/heat source system and management
- feedwater system
- fuel system
- combustion air supply
- water level
- boiler steam pressure
- boiler and steam manifold valves (where fitted)
- soot blowers (where fitted)
- operation of control/safety devices, including control panels

Tested includes one or more of the following:

- response checks
- standby plant ‘cut in’ tests
- valve operating checks
- hydrostatic tests
- performance tests
- alarm and protection tests

Tests include one or more of the following:

- pH levels
- conductivity
- oxygen
- TDS
- hardness
- other contaminants

Chemicals include one or more of the following:

- oxygen scavenger
- feedwater additives
- other chemicals
- hardness
- condensate chemicals
- pH buffers

Handover includes:

- previous load requirements

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- maintenance issue, including equipment isolated for maintenance
- operational incidences
- read operating log
- general inspection of boiler to detect any defects
- accept responsibility of boiler
- noted equipment malfunctions
- required equipment tests

Emergencies include one or more of the following:

- tube failure
- loss of water level
- power failure
- inadequate housekeeping
- explosion
- fire
- bomb threat
- terrorism
- personal accidents
- chemical spills
- major steam leaks
- major water leaks and flooding
- natural disasters
- oil spills

Appropriate emergency response measures include one or more of the following:

- identification of emergency
- isolation of heat source
- selection and application of appropriate fire-fighting equipment and PPE
- notification of downstream users
- operation of boiler only when safe to do so
- notification of appropriate regulatory authorities, including Commonwealth, state, territory and boiler manufacturer

Shutdown includes:

- checks of water level
- cooling down process
- valve settings
- equipment isolation
- boiler pressure/vacuum
- fuel/heat source isolation in accordance with manufacturer recommendations

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- boiler post-purge

Storage mode includes:

- wet and dry storing
- open or closed position

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSABLIC001 Licence to operate a standard boiler.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMBLIC001 Licence to operate a standard boiler

Modification History

Release 1. Supersedes and is equivalent to MSABLIC001 Licence to operate a standard boiler.

Performance Evidence

Evidence of competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include demonstration of:

- following work instructions, SOPs and safe work practices
- complying with Commonwealth, state and territory work health and safety (WHS) legislation and regulations
- complying with Australian and industry standards, organisation workplace standards, policies and relevant codes of practice requirements at all times
- planning and preparing for work, including identifying potential hazards and implementing appropriate risk control measures
- identifying the type of standard boiler
- reading and interpreting maintenance records, operating logs and safety data sheets (SDS)
- conducting the appropriate pre-start up checks, including identifying all maintenance requirements and visual faults
- using appropriate tools, equipment and PPE in accordance with procedures
- completing all maintenance and rectification requirements in accordance with manufacturers' and workplace procedures, including recording/reporting requirements
- completing the start-up procedures and bringing the boiler online
- monitoring the boiler, including conducting relevant tests and activities and adjusting boiler water quality in accordance with procedures
- interpreting boiler operation tables and figures
- communicating handover of boiler status to appropriate personnel
- demonstrating emergency operating procedures
- identifying all boiler energy sources required to be isolated and made safe for maintenance, inspection and repairs
- applying boiler cleaning and storage techniques.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of PPE
- Commonwealth, state and territory WHS/OHS legislation and approved codes of practice relevant to standard boiler operation

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- Australian and industry standards relevant to standard boiler operation
- basic principles of heat transfer and thermodynamics in relation to boiler operations
- boiler steam equipment operating principles and operating methods
- types and characteristics of feedwater systems and treatment
- types and use of equipment and fittings for operation and maintenance of boilers
- function, purpose and operation of main steam stop valve
- boiler auxiliary equipment characteristics and capabilities
- essential fittings required where more than one boiler is installed (e.g. battery of boilers)
- processes for confirming operational status of a boiler
- workplace communication techniques and procedures
- responsibilities for checking and testing boilers
- location and inspection procedures and techniques for inspection and explosion doors
- steam and boiler hazards for cold start and handover
- hierarchy of risk control
- type and limitations of corrective action and/or adjustments that can be made in response to routine boiler operation problems and emergencies
- various harmful energy sources in boiler operation and the means to effectively isolate these energy sources and make them safe
- modes of boiler storage and procedures for storing boiler in open or closed condition
- SDS and safe chemical handling and storage methods for boiler operation and cleaning
- procedures for cleaning boilers internally and externally, as required
- procedures for recording, reporting and maintenance of workplace records and information.

Assessment Conditions

- Assessments must be conducted by an assessor accredited for this high risk work (HRW) licence class in the Commonwealth/state/territory where the licence will be obtained (i.e. an assessor authorised by a Commonwealth/state/territory WHS/OHS regulator).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and all assessments must be conducted in the English language.
- Where possible, assessment of performance should be undertaken in the workplace and/or under realistic workplace conditions that typically reflect:
  - the use of full-scale equipment
  - performing tasks/activities within timelines that would be expected in a workplace
  - standard and authorised work practices, safety requirements and environmental constraints.
- Where this is not possible or where personal safety, plant operation or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions that cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

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- Accredited assessors are responsible for ensuring that candidates have access to all tools, equipment, PPE, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications.
- As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMENV272 Participate in environmentally sustainable work practices

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed. Duplication between Performance Evidence and Performance Criteria removed. Assessment conditions updated.

Release 1. Supersedes and is equivalent to MSAENV272B Participate in environmentally sustainable work practices.

Application

This unit describes the skills and knowledge required to comply with environmental regulations, identify environment issues and minimise the risks of negative impact on work and carry out improvements in own work area.

This unit applies to operators and team members who are required to follow procedures to work in an environmentally sustainable manner.

This unit applies to all sectors of the manufacturing industry and members of its value chain. It may also be applied to all sections of an organisation, including office and warehouse. This unit will need to be contextualised for the industry sector, organisation and section.

This unit applies to an individual working alone or as part of a team and working in liaison with other shift team members and the control room operator, as appropriate.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Unit Sector

HSE

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify current resource use and environmental issues	1.1 Identify workplace environmental and resource efficiency issues 1.2 Identify resources used in own work role 1.3 Confirm current usage of resources
2. Comply with environmental regulations	2.1 Read and follow environmental policies and procedures to ensure compliance with federal, state/territory and local government laws, by-laws, regulations and mandated codes of practice, and codes and standards that the organisation applies voluntarily 2.2 Ask questions and seek clarification relating to environmental work requirements 2.3 Identify incidents, including breaches or potential breaches of environmental regulations and occurrences outside of standard procedures and report to appropriate personnel 2.4 Report environmental incidents using workplace forms and procedures
3. Seek opportunities to improve environmental practices and resource efficiency	3.1 Follow workplace procedures to improve environmental practices and resource efficiency 3.2 Make suggestions for improvements to environmental workplace practices and work plans

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 2. Supersedes and is equivalent to MSAENV272B Participate in environmentally sustainable work practices.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMENV272 Participate in environmentally sustainable work practices

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed. Duplication between Performance Evidence and Performance Criteria removed. Assessment conditions updated.

Release 1. Supersedes and is equivalent to MSAENV272B Participate in environmentally sustainable work practices.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- followed environmental policies and identified potential breaches of environmental regulations and suggested improvements within the limit of own authority.
-

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- environmental sustainability issues relevant to organisation
- resource use and impact of inefficiencies associated with own work role
- environmental and resource efficiency policies and procedures for own work role
- environmental regulations and guidelines and their impact on own work role
- the environmental issues, hazards and risks associated with own work role
-

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - environmental regulations, guidelines and procedures
  - workplace incident reporting procedures and forms.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMENV472 Implement and monitor environmentally sustainable work practices

Modification History

Release 1. Supersedes and is equivalent to MSAENV472B Implement and monitor environmentally sustainable work practices

Application

This unit of competency covers the skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices, and to implement improvements and monitor their effectiveness.

This unit of competency applies to those who have responsibility for a specific area of work or who lead a work group or team. It addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools.

It includes identifying areas for improvement, developing plans to make improvements, and implementing and monitoring improvements in environmental performance.

This unit of competency applies to all sectors of the manufacturing industry and members of its value chain. It may also be applied to all sections of an organisation, including office and warehouse. This unit will need to be appropriately contextualised as it is applied across an organisation and across different industry sectors.

This unit of competency applies to an individual working alone or as part of a team/work group and working in liaison with other shift team members and the control room operator, as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

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Competency Field

HSE

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	**Investigate current practices in relation to resource usage**	1.1	Identify environmental regulations applying to the enterprise
		1.2	Assess procedures for assessing compliance with environmental regulations
		1.3	Collect information on environmental and resource efficiency systems and procedures and provide to the work group, as required
		1.4	Measure and record current resource usage by members of the work group
		1.5	Analyse and record current purchasing strategies
		1.6	Analyse current work processes to access information and data, and assist in identifying areas for improvement
2	**Set targets for improvements**	2.1	Seek input from stakeholders, key personnel and specialists
		2.2	Access external sources of information and data as required
		2.3	Evaluate alternative solutions to workplace environmental issues
		2.4	Set efficiency targets
3	**Implement performance**	3.1	Source and use techniques/tools to assist in achieving targets

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	improvement strategies	3.2	Apply continuous improvement strategies to own work area of responsibility, and communicate ideas and possible solutions to the work group and management
		3.3	Integrate environmental and resource efficiency improvement plans for own work group with other operational activities and implement them
		3.4	Seek suggestions and ideas about environmental and resource efficiency management from stakeholders and act upon them where appropriate
		3.5	Implement costing strategies to fully value environmental assets
4	**Monitor performance**	4.1	Document outcomes and communicate reports on targets to key personnel and stakeholders
		4.2	Evaluate strategies and environmental performance, including breaches or potential breaches of regulations and occurrences outside of standard procedure which may lead to lower environmental performance
		4.3	Set new targets and investigate and apply new tools and strategies
		4.4	Promote successful strategies and reward participants where possible

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

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Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements
- *ISO 14001:2015 Environmental management systems*

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Unit Mapping Information

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMENV472 Implement and monitor environmentally sustainable work practices

Modification History

Release 1. Supersedes and is equivalent to MSAENV472B Implement and monitor environmentally sustainable work practices

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and must include the ability to:

- investigate/analyse resource usage
- evaluate improvement alternatives and set targets
- implement improvements within the limit of own authority
- monitor the performance of improvements.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- relevant environmental and resource efficiency issues, specific to industry practices, including:
  - contribution to climate change and other macro threats that can arise from materials and work processes used
  - regulated environmental issues
  - issues relevant to licencing conditions
- best practice environmental approaches relevant to own area of responsibility
- methods for measuring and calculating resource usage.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations
  - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - will typically include the use of appropriate tools, equipment and documents

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    - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
    - walk-throughs
    - pilot plant operation
    - demonstration of skills
    - industry based case studies/scenarios
    - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMOPS400 Optimise process/plant area

Modification History

Release 1. Supersedes and is equivalent to MSAPMOPS400A Optimise process/plant area

Application

This unit of competency covers the skills and knowledge required to optimise the process performance of a complete process, plant area or system. It requires optimising a more significant portion of a plant than would be required for one of the PMAOPS3## series. It also requires a more strategic approach to the optimisation than the routine, day-to-day optimisation undertaken as a routine part of plant operation. The optimisation may, or may not involve capital expenditure.

It includes ensuring that the process/plant area complies with health, safety and environment (HSE) requirements, that process, plant and equipment improvement is planned and carried out, and that problems are solved to meet operational needs and ensure that production of finished goods meets customer requirements. It includes all items of equipment and unit operations which form part of the production process of a complete area.

This unit of competency requires the application of detailed operational and process knowledge, including the principles of operation of equipment, and the chemistry and/or physics and/or biology/biochemistry of changes to materials occurring during processing. It embodies a significant breadth and depth of technical knowledge and process understanding which is applied to process improvement.

This competency is typically performed by a senior operator, team leader or frontline manager.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Operations

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Analyse and evaluate current plant, equipment and processes	1.1	Compare actual process, plant and equipment performance with requirements and/or historical data/records and/or design performance
		1.2	Identify abnormal or sub-optimal process, plant and equipment performance
		1.3	Identify hazards associated with the plant and equipment
		1.4	Collect and evaluate product, materials and/or process records to determine possible causes for sub-optimal performance
		1.5	Use appropriate techniques to rank possible causes from most to least probable cause
2	Develop plan for corrective and/or optimisation action	2.1	Analyse causes to determine appropriate corrective action
		2.2	Predict the impact of a change in one unit/area on other related plant units/areas
		2.3	Predict the impact of a change on HSE performance
		2.4	Develop measurable objectives and evaluate alternatives
		2.5	Identify requirements to implement change
		2.6	Consult with stakeholders regarding planned changes and impacts
		2.7	Develop optimisation plan taking account of hazards identified and HSE implications and communicate to appropriate personnel
		2.8	Evaluate optimisation action to determine measures of effectiveness

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3	Coordinate corrective and/ or optimisation action plan	3.1	Coordinate all appropriate unit areas and operations in order to rectify problem causes in process, plant and equipment performance
		3.2	Initiate and/or implement all required corrective/optimisation actions
		3.3	Communicate corrective/optimisation outcomes to all relevant personnel
		3.4	Record and maintain log of all relevant information
4	Develop continuous improvement strategies	4.1	Identify opportunities to continuously improve performance of process/plant area
		4.2	Develop recommendations for continual improvement of process, plant and equipment effectiveness
		4.3	Consult with appropriate personnel and implement continuous improvement strategies
		4.4	Document implementation of continuous improvement strategies

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)

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- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent HSE requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- equipment start-up, operation and shutdown procedures
- calibration and maintenance schedules
- quality manuals and procedures
- organisation recording and reporting procedures
- material, production and product specifications
- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Process optimisation

Process optimisation requires application of detailed operational and process knowledge to address one or more of the following:

- starting material quality
- yield maximisation
- throughput maximisation
- energy efficiency
- use of utilities
- labour utilisation
- overall cost
- efficient use of equipment

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- reducing downtime
- minimisation of waste and rework
- improved workplace layout and work flow

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMOPS400A Optimise process/plant area

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMOPS400 Optimise process/plant area

Modification History

Release 1. Supersedes and is equivalent to MSAPMOPS400A Optimise process/plant area

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and demonstrate the ability to:

- identify and interpret information from a range of internal and external sources
- use analytical techniques to identify cause of a complex problem
- determine corrective actions to optimise the condition of the process, plant and equipment
- plan and coordinate corrective/optimisation actions and related changes that may be required
- develop written plans
- complete documentation
- identify and control hazards by applying the hierarchy of control as part of the optimisation process
- distinguish between:
  - optimum and marginal performance of the plant
  - effective and marginal performance corrections and actions
- communicate and consult with stakeholders at all levels
- read and interpret technical information and relevant regulatory requirements
- develop and implement continuous improvement strategies.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- hazards that may arise in the job/work environment, including:
  - their possible causes
  - potential consequences
  - appropriate risk controls
- relevant technical theory of the plant area
- an in depth understanding of plant and process across the entire plant area being optimised
- process parameters and limits, including:
  - temperature
  - pressure
  - flow
  - pH

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- effects of variations in process conditions and materials
- functions and principles of operation of equipment in the production process
- chemistry and/or physics and/or biology/biochemistry relevant to changes to materials during processing.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- It is desirable that this evidence comes from implemented optimisation projects. However, where the project does not receive sanction to be implemented, or is otherwise not implemented, then sufficient evidence may be able to be obtained from a detailed implementation plan and a simulated implementation.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should occur in operational workplace situations. Where this is not possible, or practical, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements

Links

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MSMOPS401 Trial new process or product

Modification History

Release 1. Supersedes and is equivalent to MSAPMOPS401A Trial new process or product

Application

This unit of competency covers the skills and knowledge required to take a lead technical role in the trialling of a new or significantly altered product or process. The new/changed product/process has been independently developed and its development is not part of this unit.

The unit of competency applies to a person in a technician role in a plant or a similar role. The technician is expected already to be a technical expert in that part of the plant/process where the trial is being conducted and be able to operate and control all equipment required for the trial. The technician is often the most technically competent member of an operational team. As such, they may not have the 'hands on' role of operating items of equipment; but they are required to have the competence to direct the operation of equipment as appropriate throughout the trial.

Typically the technician will be part of a team during the trial and will work in conjunction with a process/product development expert, such as a chemist or engineer and liaise and cooperate with other members of the team.

Trialling refers to the scale-up and other development steps required to take a new product or process from its design/laboratory trials to full commercial operation on a plant. Trialling may be done on a pilot plant where available and/or on a full scale plant.

This unit of competency does not apply to minor modifications to existing products or processes. Similarly it does not apply to a technician or operator taking part in such trials and/or who is simply following directions from a technician, chemist, engineer, supervisor or manager.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

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Competency Field

Operations

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Contribute to the selection of equipment/ process conditions	1.1	Liaise with appropriate technical experts
		1.2	Interpret properties of materials and desired product characteristics
		1.3	Interpret technical specifications/drawings of plant requirements
		1.4	Recommend equipment/ancillary equipment appropriate for the materials, products and conditions
		1.5	Recommend process conditions appropriate for the equipment, materials and product characteristics
		1.6	Recommend feed rates/order/condition appropriate to the process conditions, equipment, materials and product characteristics
		1.7	Ensure hazard identification and analysis procedures are completed, including consultation with stakeholders, and findings included in plan
		1.8	Ensure recommendations meet the identified need
2	Prepare for trials	2.1	Determine the availability of resources required, such as materials, equipment, people and skills
		2.2	Estimate time required for trial
		2.3	Liaise with relevant stakeholders
		2.4	Schedule trial at a convenient time

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		2.5	Develop documentation for the trial
		2.6	Identify potential hazards and required hazard control procedures by applying the hierarchy of control
		2.7	Determine permit and other authorisation requirements and special safety and storage requirements
		2.8	Verify decisions with appropriate experts/stakeholders
		2.9	Ensure people with adequate skills are available for the trial
3	Conduct trials	3.1	Ensure hazard controls are implemented prior to commencement
		3.2	Run trials
		3.3	Maintain communication with all relevant personnel
		3.4	Closely monitor critical parameters
		3.5	Recognise actual and potential problems
		3.6	Make adjustments to process conditions as required during trial
		3.7	Sample and test product as required
		3.8	Record and report performance data
		3.9	Ensure all materials, products and waste are handled correctly
		3.10	Leave plant in a condition suitable for routine production to recommence
4	Evaluate results and identify modifications	4.1	Interpret data from trial
		4.2	Identify factors which might be related to low rates or low charge amounts
		4.3	Recommend modifications and improvements required
		4.4	Develop and check standard operating procedures (SOPs)

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4.5 Complete documentation and report to appropriate personnel

4.6 Ensure all relevant staff have required skill levels for the introduction of the new process

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

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- emergency procedures
- work instructions
- SOPs
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Technical experts

Technical experts include one or more of the following:

- manufacturers
- chemists
- engineering personnel
- designers
- WHS advisors
- maintenance personnel
- potential customers

Non-routine problems

Routine problems must be resolved by applying known solutions.

Non-routine problems must be resolved by applying operational knowledge to develop new solutions, either individually or in collaboration with relevant experts, to:

- determine problems needing action
- determine possible fault causes
- develop solutions to problems which do not have a known solution
- follow through items initiated until final resolution has occurred
- report problems outside area of responsibility to designated person

Non-routine problems are unexpected problems, or variations of previous problems and include one or more of the following:

- mixing is poor
- materials do not behave as expected
- process/reaction does not proceed/proceeds too slowly
- process/reaction proceeds too quickly/runs away
- yield is low
- quality is out of specification
- process is unstable
- instrumentation is not sufficiently sensitive/too sensitive

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- variable catalyst activity
- surging flow/pressure

Operational knowledge includes one or more of the following:

- procedures
- training
- technical information, such as journals and engineering specifications
- remembered experience
- relevant knowledge obtained from appropriate people

Hazard analysis procedures

Hazard analysis procedures must be undertaken, however, it is not required that the candidate conducts the procedures. Hazard analysis procedures include one or more of the following:

- job safety analysis (JSA)/job hazard analysis (JHA)
- hazard and operability (HAZOP) studies
- hazard analysis (HAZAN) studies
- similar company specified procedures

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMOPS401A Trial new process or product

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMOPS401 Trial new process or product

Modification History

Release 1. Supersedes and is equivalent to MSAPMOPS401A Trial new process or product

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and demonstrate the ability to:

- analyse technical information from a range of sources
- determine recommendations for new process or product, including:
  - materials
  - equipment
  - process and process conditions
  - required variations in process variables
- plan the trials
- conduct trials
- communicate and liaise with people at a range of levels about technical matters
- write technical documentation, including specifications and procedures required for the trial
- ensure formal hazard analysis procedures are undertaken
- recognise early warning signs of equipment/processes or potential problems needing attention
- isolate the causes of problems to an item of equipment within the plant system
- identify any additional skills needs.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisation procedures
- relevant technical theory of the plant area
- chemistry and/or physics and/or biology/biochemistry relevant to changes to materials during processing
- effects of variations in process conditions and materials
- routine and non-routine problems that may arise, the range of possible causes and processes to develop solutions
- methods of changing rate and the advantages and disadvantages of each
- methods of controlling other process variables and the advantages and disadvantages of each.

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Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- The trial may, or may not be a success.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should occur in operational workplace situations. Where this is not possible or practical, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent, process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

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MSMPER200 Work in accordance with an issued permit

Modification History

Release 1. Supersedes and is equivalent to MSAPMPER200C Work in accordance with an issued permit

Application

This unit of competency covers the skills and knowledge required to work in accordance with an issued permit. It aims to ensure that people working under a permit to work understand the system, know the limitations of the permit under which they are working and comply with all the requirements of the permit. The people to whom this unit applies may be called 'permit recipients' or 'permit holders' by some organisations. Some organisations call 'permits' 'clearances'.

This unit of competency applies to persons who are required to conduct work activities under the authority of an issued permit to work and within the context and requirements of that permit. This typically applies to all work done by maintenance staff and contractors and also to any other non-process work performed on the plant.

This unit of competency applies to an individual working alone or as part of a team/work group and working in liaison with other team members, as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Work Control Systems

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element

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1	**Apply for permit**	1.1	Confirm the scope and location of the work to be done
		1.2	Identify the need for a work permit for the work to be carried out
		1.3	Identify the type of work permit required
		1.4	Collate information required for the issue of the permit
		1.5	Apply for the permit following the organisation's requirements
2	**Identify the scope of the permit**	2.1	Check that work to be done complies with the permit type
		2.2	Check that the scope and location of work comply with the permit issued
		2.3	Identify hazards and check that the hazard controls specified on the permit are consistent with the hazard analysis
		2.4	Check that preparations specified on the permit have been completed
		2.5	Sign onto/receive the permit
3	**Prepare for permitted work**	3.1	Maintain safe working conditions and environment by using available isolation procedures and safety equipment
		3.2	Monitor plant conditions and hazards to ensure work under the permit remains safe
		3.3	Ensure that appropriate personal protective equipment (PPE) is selected and worn, and emergency equipment is available, as required by the permit and relevant procedures
		3.4	Inspect work area to ensure safety and compliance with permit requirements and procedures

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4	**Work in accordance with an issued permit**	4.1	Use required hazard reduction/control measures
		4.2	Comply with requirements of the permit, including safety observer if required
		4.3	Display issued permit on work site as required
		4.4	Ensure compliance with scope, location and timeframe specified in the permit.
		4.5	Seek variation to permit/new permit if job or work environment vary from that specified in the permit
		4.6	Suspend job and make worksite safe before leaving job
		4.7	Formally seek and receive authorised extensions to the permit when required
		4.8	Give end-of-day status report to permit issuer
5	**Complete permit to work**	5.1	Obtain new permit or have existing permit revalidated before work is recommenced
		5.2	Check the work conducted against the issued permit to ensure that all the nominated work requirements have been satisfied
		5.3	Monitor general housekeeping to ensure that the site has been left in a clean and safe condition
		5.4	Ensure personal lock outs/tag outs/isolations are removed in accordance with procedures
		5.5	Communicate status of the work conducted and the results of the permit to relevant personnel
		5.6	Complete documentation as required and have permit signed off when job is completed

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- temporary instructions
- any similar instructions provided

Work permits

Work permits include one or more of the following:

- cold work/general permit to work
- excavation
- hot work
- vehicle entry
- minor repairs
- working at heights
- confined space entry
- other special permits where there is an appropriate sign-off as required

Information required for

Information required for the issue of the permit includes one or more of

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permit

the following:

- work description
- tools to be used
- process/methods of work/SOPs

Where hazardous materials are being used relevant material safety data sheets (MSDS) will also be required.

Hazards

Hazards include one or more of the following:

- slips and trips
- emergency equipment is unavailable
- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- limited head spaces or overhangs
- work where a fall by a person from one level to another is reasonably likely to cause injury
- working in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions, swarf and scrap
- spills or leaks
- extreme weather
- other hazards that might arise
- unsafe conditions developing through failure to conform with the provisions of a work permit
- hazards created by the nature or location of the work
- hazards created by the proximity of the work to other work or normal operations

Display issued

The permit holder must keep the issued permit with them on site. It must

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permit	be displayed or ready to be shown as required by the site/job requirements, including one or more of the following: • displayed in a mounting provided by the site • accessible in a folder which is on the worksite • carried in overall pockets in a manner which allows it to be readily shown on request

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMPER200C Work in accordance with an issued permit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMPER200 Work in accordance with an issued permit

Modification History

Release 1. Supersedes and is equivalent to MSAPMPER200C Work in accordance with an issued permit

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria, and demonstrate the ability to:

- identify type and scope of permit relevant to the job
- interpret and implement permit conditions
- identify changes to conditions which may lead to the permit being revoked before the job is completed
- monitor hazards and hazard controls.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- different types of permits and the work they cover, including three (3) or more of:
  - cold work/general permit to work
  - excavation
  - hot work
  - vehicle entry
  - minor repairs
  - working at heights
  - confined space entry
  - other permit types as used on site
- the impact of the regulatory framework and organisation procedures under which the permit operates upon the particular job requiring the permit
- hazards associated with tasks covered by the permit and related hazard controls
- types of tests/inspections required for the issue of work permits including one (1) or more of:
  - atmospheric, oxygen/breathability
  - temperature
  - humidity
  - combustibles, oxygen, enriched or reduced
  - electricity
  - stored pressure/energy

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- flammability/explosivity
- toxicity
- electricity
- stored energy/pressure.

Assessment Conditions

- Competency must be achieved before performing this work unsupervised. Therefore this unit will typically be assessed off the job. Where assessment is undertaken on the job, appropriate supervision and safety precautions must be provided.
- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should provide evidence of the ability to perform over the range of situations which might be expected to be encountered, including typical disruptions to normal, smooth work conditions
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems
  - may use industry-based simulation particularly where safety, lack of opportunity or significant cost is an issue.
- Off-the-job assessment must sufficiently reflect realistic operational workplace conditions that cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMPER201 Monitor and control work permits

Modification History

Release 1. Supersedes and is equivalent to MSAPMPER201A Monitor and control work permits

Application

This unit of competency covers the skills and knowledge required to monitor a work situation in which the activity is conducted under a permit to work. The individual will be required to monitor the work situation for conformance to the permit and immediately intervene if the parameters of the permit are not met or work proceeds outside the boundaries set by the permit.

This role is typically carried out by the plant operator for that area or other suitably qualified person.

The role of ‘hole watcher’ and ‘fire watcher’ are covered by MSMPER202 Observe permit work

This unit of competency carries a high level of responsibility and the level and area of responsibility of the role is typically prescribed by the permit process.

This unit of competency applies to the activities and functions associated with work carried out in a hazard controlled environment.

Not all sites/plants will have all permits. Some sites will call permits by other names, e.g. clearances.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Work control systems

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Identify and monitor permit conditions	1.1	Identify permit requirements
		1.2	Monitor conditions to ensure that the work being conducted conforms to the issued permit requirements
		1.3	Identify and communicate changes in the operating conditions or requirements of the permit to permit holders to ensure they are kept aware of any hazards
2	Control work permit systems	2.1	Check and verify the permit holder's knowledge of the issued permit and its requirements before allowing any work to be undertaken
		2.2	Control work activities to comply with the work permit system and safety procedures
		2.3	Undertake site inspections to ensure that the work to be undertaken is in sequence and completed in a safe and coordinated manner
		2.4	Identify hazards, and confirm with those undertaking the permitted work that control measures, as defined in the permit, are established
3	Identify and action non-compliance	3.1	Identify conditions of active permits
		3.2	Take corrective action upon incidences of non-compliance with permit conditions through the withdrawal or suspension of the issued permit
		3.3	Report and record incidents of non-compliance according to procedures

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4	Confirm compliance with permit	4.1	Complete checklists in accordance with standard procedures
		4.2	Document and communicate findings to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirement
- Dangerous Goods regulations
- Hazardous substances regulations
- Hazardous Substances Information System
- Major hazard facility requirements, if relevant
- Australian Standard AS 2865-2009 Confined spaces
- Australian Standard AS 1674 Set-2007 Safety in welding and allied processes (covers all hot work)
- Australian Standard AS 4024.1-2014 Series - Safety of machinery
- Australian Standard AS/NZ 1715:2009 Selection use and maintenance of respiratory protective equipment
- National Standard for Plant [NOHSC:1010 (1994)]
- National exposure standards for atmospheric contaminants in the

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occupational environment [NOHSC:1003 (1995)]

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- permit control system
- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Work permits

Work permits include one or more of the following:

- cold work
- excavation
- vehicle entry
- minor repairs
- working at heights
- hot work
- confined space
- electrical
- increased hazard
- permits covering a single plant item or plant area, such as might be an operator's scope of responsibility
- other relevant permits

The work control (permit) system

The work permit system includes:

- types of permits
- legislative/regulatory/standards framework
- roles and responsibilities of parties under the permit system
- specifications for undertaking the work covered by a permit
- alternative ways of conducting a job

Work

Work specifications include one or more of the following:

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specifications

- any requirements for testing of atmospheric conditions and ventilation
- safety structures and control measures
- communications
- incident response
- equipment which can and cannot be used

Safety structures and control measures

Safety structures and control measures include one or more of the following:

- isolations
- lockout/tag out
- barriers and signage
- emergency response
- gas testing/atmosphere monitoring
- standby person
- other measures specified in the permit

Monitor

Monitor includes observing conditions of the workplace at a frequency appropriate to the risk and work practices, and includes one or more of the following:

- supervision/monitoring of contractors and/or employees
- verification of permits, licences and tests
- document control
- checking work activities against permit conditions, site-specific safety procedures and requirements and relevant legislation/codes
- identifying non-compliances
-

Tools and equipment

Tools and equipment include one or more of the following:

- locks and tags
- blinds/blanks
- blind/blank list
- gas testers and monitors
- barricades
- signage
- communications equipment
- process and equipment drawings
-

Hazards

Hazards include one or more of:

- process isolations incomplete

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- mechanical and electrical isolations not in place
- atmospheric testing incomplete and atmosphere not safe
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- limited head spaces or overhangs
- working where a fall is reasonably likely, in restricted or confined spaces, or in environments subjected to heat, noise, dusts, smoke, darkness, vapours or other atmospheric hazards
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMPER201A Monitor and control work permits

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMPER201 Monitor and control work permits

Modification History

Release 1. Supersedes and is equivalent to MSAPMPER201A Monitor and control work permits

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and demonstrate the ability to:

- identify activities requiring a permit and type of permit required
- monitor the conditions of work under the permit
- identify changes in work and site circumstances that affect permit
- communicate effectively with team/work group and other personnel to:
  - explain the requirements of the permit
  - explain and verify complex issues and requirements relevant to permit conditions
  - withdraw or cause work to cease outside permit conditions
  - explain and implement safety and incident response procedures
- identify and report any non-conformance with permit conditions
- speak clearly and unambiguously in the language of the worksite
- complete workplace forms and reports
- differentiate between acceptable and unacceptable conditions

identify hazards and apply relevant hazard controls.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisation procedures, including:
  - work permit systems
  - safety, emergency and hazard control
  - incident response
  - plant isolation and preparation requirements
  - relevant organisation procedures
- hazards that may arise in the job and plant, including:
  - their possible causes
  - potential consequences
  - appropriate risk controls
- functions and components of a permit system

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- types of permits, what they cover, limitations and associated hazards.

Assessment Conditions

- Competency must be achieved before performing this work unsupervised. Therefore this unit will typically be assessed off the job. Where assessment is undertaken on the job appropriate supervision and safety precautions must be provided.
- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should provide evidence of the ability to perform over the range of situations which might be expected to be encountered, including typical disruptions to normal, smooth work conditions
  - must include the use of typical permits
  - may use industry-based simulation particularly where safety, lack of opportunity or significant cost is an issue.
- Off-the-job assessment must sufficiently reflect realistic operational workplace conditions that cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMPER300 Issue work permits

Modification History

Release 2. Addition of information missing from the Assessment Requirements. Equivalent.

Release 1. Supersedes and is equivalent to MSAPMPER300C Issue work permits

Application

This unit of competency covers the skills and knowledge required to issue work permits. It covers an understanding of the permit system and the limitations of each permit, and making decisions regarding the need for and correct use of each permit. This unit includes the issue of any and all permits. Permits are called ‘clearances’ by some organisations.

This unit of competency applies to personnel who are required to issue appropriate permits to work to persons conducting a variety of activities in workplace environments in which hazards exist or specific procedures need to be followed and monitored to protect the safety of personnel and the integrity of plant or process.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

MSMWHS201 Conduct hazard analysis

Competency Field

Work control systems

Unit Sector

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes		demonstrate achievement of the element	
1	Identify need for work permit	1.1	Identify work permit needed from job scope
		1.2	Confirm with appropriate personnel the need for work permit
2	Ensure job site is prepared for authorised work	2.1	Inspect the job site
		2.2	Identify work health and safety (WHS) and environmental requirements
		2.3	Conduct hazard identification and risk assessment
		2.4	Ensure job site is prepared in accordance with specified work permit conditions
		2.5	Check permit conditions and report to appropriate personnel
		2.6	Conduct job site testing in accordance with procedures
3	Raise and issue work permits	3.1	Ensure conditions are documented on permit
		3.2	Ensure appropriate testing is carried out and results documented in accordance with procedures
		3.3	Determine an appropriate validity period
		3.4	Check that permit conditions are met (i.e. validate permit)
		3.5	Complete and authorise permit
		3.6	Ensure recipient is advised of and agrees to abide by the requirements of the permit
		3.7	Ensure recipient signs permit
4	Monitor work for compliance	4.1	Ensure regular job site inspections are done
		4.2	Monitor conditions and work progress and respond

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			appropriately to changing conditions and circumstances
		4.3	Ensure permit currency and revalidate as required
		4.4	Ensure permit is displayed in accordance with procedures
		4.5	Identify and act on incidences of non-compliance and report promptly to relevant personnel
		4.6	Withdraw/cancel permit if conditions warrant it
		4.7	Report any issues which arise with regard to work under the permit in accordance with procedures
5	Receive end of day report	5.1	Receive end of day report from permit recipients
		5.2	Confirm job progress and status.
		5.3	Revalidate/arrange for revalidation of permit as required
		5.4	Confirm work area has been left safe
		5.5	Handover ongoing permits and status of suspended permits to oncoming shift
6	Close work permit	6.1	Inspect job status
		6.2	Check that work undertaken satisfies permit conditions
		6.3	Ensure that work site is ready for a safe return to working conditions
		6.4	Check required returns to work status have been completed
		6.5	Sign off documentation and close permit in accordance with procedures
		6.6	Communicate worksite and process status to relevant personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements
- Dangerous Goods regulations
- Hazardous substances regulations
- Hazardous Substances Information System
- Australian Standard AS 2865 2009 Confined spaces
- Australian Standard AS 1674 Set-2007, Safety in welding and allied processes (covers all hot work)
- Australian Standard AS 4024.1-2014 Series - Safety of machinery
- Australian Standard AS/NZ 1715:2009 Selection use and maintenance of respiratory protective equipment
- National Standard for Plant [NOHSC:1010 (1994)]
- National exposure standards for atmospheric contaminants in the occupational environment [NOHSC:1003 (1995)]

Procedures

All operations are must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- workplace procedures

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- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- temporary instructions
- company policy and permit control systems

Work permits

Work permits include one or more of the following:

- cold work
- excavation
- vehicle entry
- minor repairs
- working at heights
- hot work
- confined space
- electrical
- increased hazard
- permits covering a single plant or plant area, such as might be an operator's scope of responsibility
- other relevant permits

The work permit system

The work permit system includes:

- types of permits
- legislative/regulatory/standards framework
- roles and responsibilities of parties under the permit system
- specifications for undertaking the work covered by a permit
- alternative ways of conducting a job

Work specifications

Work specifications include:

- any requirements for testing of atmospheric conditions and ventilation
- safety structures and control measures
- communication
- incident response
- equipment which can and cannot be used

Safety structures and control measures

Safety structures and control measures include one or more of the following:

- isolations

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- lockout/tag out
- barriers and signage
- emergency response
- gas testing/atmosphere monitoring
- standby person
- other measures specified in the permit

Confined space

AS 2865 2009 Confined spaces definition given for confined space is used in this Training Package, i.e.:

'An enclosed or partially enclosed space that is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following:

(a) An oxygen concentration outside the safe oxygen range

(b) A concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation

(c) A concentration of flammable airborne contaminant that may cause injury from fire or explosion

(d) Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning'

Hot work

Hot work includes:

- any activity which has the potential to be or cause a source of ignition

Hazards

Hazards include one or more of the following:

- slip/trip hazards
- PPE unavailable and not functional
- emergency equipment unavailable
- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment in unsafe condition with hazard controls not functional
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration

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- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- fire and explosion
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions, swarf and scrap
- spills or leaks
- extreme weather
- unsafe conditions developing through failure to conform with the provisions of a work permit
- hazards created by the nature or location of the work
- hazards created by the proximity of the work to other work or normal operations
- other hazards that might arise

Unit Mapping Information

Release 2. Addition of information missing from the Assessment Requirements. Equivalent.

Release 1. Supersedes and is equivalent to MSAPMPER300C Issue work permits

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMPER300 Issue work permits

Modification History

Release 2. Addition of information missing from the Assessment Requirements. Equivalent.

Release 1. Supersedes and is equivalent to MSAPMPER300C Issue work permits

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and demonstrate the ability to:

- recognise types of work permits required for different situations
- undertake and interpret hazard analysis
- conduct and interpret tests/inspections for gas or other hazards, including one or more of:
  - atmospheric, including explosivity
  - flammability
  - toxicity
  - temperature
  - humidity
  - combustibles, oxygen, enriched or reduced
  - electricity
  - stored pressure/energy
- ensure correct preparation of worksite is undertaken, including one or more of:
  - mechanical, electrical and other energy sources, and process isolations
  - de-energising all sources of energy/pressure
  - purging of plant
  - ventilation of plant
  - lockout/tag out procedures
  - blinding/blanking lines
  - other hazard controls
- ensure supervision/monitoring of people working under the permit
- speak clearly and unambiguously in the language of the worksite.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- the organisation's work control system
- types of permits and their application
- hazards of the area for which permit is being issued

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- hazards that may be created by the interactions of the permit, the job, the process and the plant area
- focus of operation of work systems and equipment.

Assessment Conditions

- Competency must be achieved before performing this work unsupervised. Therefore this unit will typically be assessed off the job. Where assessment is undertaken on the job appropriate supervision and safety precautions must be provided.
- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
- should provide evidence of the ability to perform over the range of situations which might be expected to be encountered, including typical disruptions to normal, smooth work conditions
  - will require the issuing of example permits for realistic case study situations
  - may use industry-based simulation particularly where safety, lack of opportunity or significant cost is an issue.
- Off-the-job assessment must sufficiently reflect realistic operational workplace conditions that cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - demonstration of skills
  - industry based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

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Links

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MSMPMC400 Carry out stock control

Modification History

Release 1. New unit. Supersedes and is equivalent to PMC563081 Carry out stock control

Application

This unit describes the skills and knowledge required to carry out stock control. It applies to stock held in a store, warehouse or locally in the plant.

This unit applies to experienced operators, leading hands, supervisors or those in similar roles who are required to monitor stock levels, reconcile stock with inventory data and liaise with suppliers. Operators use a broad range of specialised knowledge and skills to interpret and provide information; identify and resolve problems and communicate technical solutions and advice.

This unit applies to an individual working alone or as part of a team or group and in liaison with other shift team members, team leader and supervisor.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Support

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor stock reordering	1.1 Monitor stock levels and maintain them at optimum levels 1.2 Adjust stock reorder levels in response to customer demand

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Receive stock and report quality and quantity variations of delivered goods to suppliers 1.4 Identify and use alternative suppliers which meet required quality and safety standards when required 1.5 Reorder stock in compliance with procedures
2. Maintain inventory records systems	2.1 Maintain accurate records of the storage and the movement of stock 2.2 Identify, and act upon, stock discrepancies 2.3 Ensure minimum inconvenience to customers resulting from stock movements
3. Undertake stocktaking and cyclical counts	3.1 Coordinate stocktaking and cyclical counts 3.2 Reconcile inventory data with actual stock on hand 3.3 Report stock variations or shortages 3.4 Identify missing or damaged stock and report
4. Respond to problems	4.1 Identify possible problems in stock levels, storage, quantity and quality if stock, timeliness of supplies and production issues 4.2 Rectify problems using appropriate solution within area of responsibility 4.3 Report problems outside area of responsibility to designated person
5. Control hazards	5.1 Identify stock control hazards 5.2 Assess the risks arising from those hazards 5.3 Implement measures to control those risks

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

Release 1. New unit. Supersedes and is equivalent to PMC563081 Carry out stock control

Links

Companion Volume Implementation Guides are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMPMC400 Carry out stock control

Modification History

Release 1. New unit. Supersedes and is equivalent to PMC563081 Carry out stock control

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- carried out stock control for at least 1 store, warehouse or plant, including monitoring the following key variables:
  - production requirements
  - stock levels
  - reorder levels
  - quantity and quality of deliveries
  - supplier contracts
  - stock condition
- identified discrepancies in stock quantities and/or quality.
-

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- methods of monitoring production requirements and stock availability
- effective inventory management techniques to meet production requirements
- supplier contractual requirements
- stock control, stocktaking and cycle counting techniques
- optimum stock levels and relationship with cost
- methods of identifying and rectifying variations to quality and quantity of delivered goods
- methods and criteria for sourcing alternative suppliers
- routine and non-routine problems that may arise, the range of possible causes and appropriate actions
- stock control hazards and:
  - their possible causes
  - potential consequences
  - risk control procedures.
  -

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies, as well as, using suitable facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume Implementation Guides are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMSUP303 Identify equipment faults

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP303A Identify equipment faults

Application

This unit of competency covers the skills and knowledge required to plan and carry out checks to identify and deal with equipment faults and to determine solutions.

This unit of competency applies to experienced personnel, such as experienced operators, team leaders or supervisors, who are required to apply knowledge of materials, product purpose and processes to identify and deal with routine and non-routine faults in equipment, propose solutions, carry out solutions within scope of authority and competence and complete logs and reports.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

This unit of competency applies to all work environments and sectors within the industry. It does not include maintenance that would require trade-level skills. It is not intended that this competency would cover maintenance that is carried out in a workshop.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Support

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Identify scope of operational check	1.1	Identify and classify equipment components and operating systems
		1.2	Match appropriate checks and procedures to the equipment operating systems
		1.3	Identify special checking procedures and parameters in manufacturer specifications and procedures
		1.4	Identify sources of information and data relevant to key variables
		1.5	Identify and control hazards
		1.6	Observe and undertake checks on the physical condition of equipment in accordance with procedures
		1.7	Record preliminary observations
		1.8	Discuss checking procedures with appropriate personnel and obtain necessary permission where required
2	Plan operational checks	2.1	Check specifications and notes from preliminary observations and identify areas to be clarified
		2.2	Plan sequence for checks, noting areas where results and observations should be recorded
		2.3	Ensure area is safe for operational check
		2.4	Make arrangements for any additional resources, including other employees
3	Check unit through full	3.1	Undertake operational checks observing relevant safety and operational requirements

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	operational range	3.2	Confirm results and findings
		3.3	Identify faults to be dealt with
4	Identify faults and formulate recommendations	4.1	Identify impact of faults on work schedule
		4.2	Record proposals for equipment repair based on faults found, cost/time implications and workplace approval systems
		4.3	Explain proposals to relevant workplace personnel, including any options and recommendations
		4.4	Take appropriate action to return equipment to full operation in accordance with procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

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Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- plant description manuals
- manufacturer instructions and specifications
- service manuals
- machine circuit diagrams for hydraulic/pneumatic and electrical/electronic circuits
- any similar instructions provided for the smooth running of the plant

Tools and equipment

Tools and equipment include one or more of the following:

- hand tools specific for the task
- product testing equipment (e.g. flowmeter, scales, tape measure, micrometer, calliper and ultrasonic thickness)
- equipment checking equipment (e.g. vibration meter, tachometer, current tester, thermal imaging and temperature gauge)

Hazards

Hazards include one or more of the following:

- rotating and moving machinery
- process materials, solids, fluids and gases under pressure or flowing
- temporary connections or by-passes
- electrical, hydraulic or pneumatic energy sources
- out-of-specification operation
- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures

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- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- fire and explosion
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Faults

Faults may arise from routine and non-routine causes and must be resolved by applying operational knowledge to apply existing, or develop new solutions, either individually or in collaboration with relevant experts to:

- determine faults needing action
- determine possible fault causes
- develop solutions to faults which do not have a known solution
- follow through items initiated until final resolution has occurred
- report faults outside area of responsibility/expertise to designated person

Non-routine faults are unexpected faults, or variations of previous faults and are associated with one or more of the following:

- out-of-specification product or variations
- response of equipment to materials variations
- new or changed materials
- changed equipment settings (e.g. higher speed or throughput)
- equipment breakdown or in need of maintenance

Operational knowledge includes one or more of the following:

- procedures
- training
- technical information such as journals, engineering specifications
- remembered experience
- relevant knowledge obtained from appropriate people

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Variables

Key variables to be monitored include one or more of the following:

- equipment performance (e.g. speed, output and variations)
- equipment component performance
- sequences and timing of operations
- materials changes (desired and not desired)

Sources of information and data

Sources of information and data include one or more of the following:

- plant data
- log sheets
- operational and performance reports
- physical aspects, such as noise, smell, feel and pressure condition monitoring information
- planned maintenance schedules
- procedures

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMSUP303A Identify equipment faults

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMSUP303 Identify equipment faults

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP303A Identify equipment faults

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and must include the ability to:

- check and identify a fault within an item of equipment/plant
- ensure workplace is safe for checking and maintenance of equipment
- communicate effectively with personnel and all levels
- evaluate the impact of fault in terms of work schedule, cost/time and approvals needed and make recommendations for repairs
- apply operational knowledge to non-routine problems
- take appropriate action within scope of authority in accordance with procedures.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisation procedures, including:
  - work permit systems
  - safety, emergency and hazard control
  - standard operating procedures (SOPs)
- hazards that may arise in the job/work environment, including:
- their possible causes
- potential consequences
- appropriate risk controls/ hierarchy of control
- principles of the operation of the equipment to be maintained:
  - operating principles for mechanical, hydraulic, pneumatic and electrical/electronic systems
  - functions and troubleshooting of internal components and their problems
  - routine and non-routine causes of equipment failures and the service conditions which may increase maintenance
- types and application of testing procedures and equipment.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.

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- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operations
  - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems
  - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMSUP310 Contribute to the development of workplace documentation

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP310A Contribute to the development of plant documentation

Application

This unit of competency covers the skills and knowledge required to develop workplace documentation in response to identified information requirements. Develop covers ‘develop from scratch’ or ‘take existing and improve’.

This unit of competency applies to experienced operators, leading hands, supervisors and similar personnel who are required to determine what needs to be done, develop the existing or new workplace documentation and apply document control.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other team members as appropriate.

This unit of competency applies to all work environments and sectors within the industry.

Work is governed by established workplace procedures, and extent of authority for drafting/document approval.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Support

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Identify information need/ deficiency	1.1	Determine the information needs of the organisation
		1.2	Evaluate current documentation
		1.3	Recognise information need/deficiency
		1.4	Discuss information needs with appropriate personnel
		1.5	Identify purpose of, and target audience for, documentation
2	Develop workplace documentation	2.1	Specify information need and set/prioritise objectives
		2.2	Analyse existing documentation/records for compliance with identified needs
		2.3	Develop draft documentation in required format
		2.4	Issue draft documentation to appropriate personnel for review
		2.5	Edit documentation and amend in accordance with review feedback
		2.6	Complete documentation to satisfy the initial identified need/deficiency
		2.7	Check document complies with required template and document control procedures
3	Communicate changes to workplace documentation	3.1	Explain need for revised/new documentation to all relevant personnel
		3.2	Distribute documentation to all appropriate personnel
		3.3	Evaluate effectiveness of documentation.

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3.4 Amend documentation if required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- document control procedures and style sheets
- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

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Documentation Documentation includes one or more of the following:

- maintenance logs
- non-compliance reports
- incidence and accident reports
- permits
- schematics/process flows/engineering drawings
- job cards
- SOPs
- work instructions
- operating manuals
- quality procedures
- training program contents
- material safety data sheets (MSDS)

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMSUP310A Contribute to the development of plant documentation

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMSUP310 Contribute to the development of workplace documentation

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP310A Contribute to the development of plant documentation

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and demonstrate the ability to:

- communicate with other personnel to:
  - determine the need for and purpose of documentation development and/or amendment
  - identify specifications and format to be used
  - identify target audience
  - communicate and evaluate changes to documentation
- identify and evaluate current documentation
- convey information clearly and concisely in writing using language and structure suitable for the purpose and target audience
- apply procedures for drafting, review and revision of documentation
- apply document control.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisational procedures, including those covering:
  - data systems and data security
  - record keeping
  - privacy
  - intellectual property (IP)
  - document control and approvals
  - style guides and standards for documentation
  - use of internet
  - relevant standard operating procedures (SOPs)
- writing styles, including:
  - plain or technical English
  - short/simple sentences, or well developed arguments
  - dot points or use of paragraphs
  - appropriate inclusion of graphics

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- sections and headings or other navigational tools
- logical sequencing of information
- distinguishing between relevant and peripheral issues
- planning, drafting and editing own work.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from work activities, which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should occur in operational workplace situations. Where this is not possible or practical assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment may use industry-based simulation for all or part of the unit where the use of real experience is not practicable.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMSUP330 Develop and adjust a production schedule

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP330A Develop and adjust a production schedule

Application

This unit of competency covers the skills and knowledge required to plan, schedule and prioritise production to meet operational requirements.

This unit of competency applies to experienced operators, team leaders or similar who are required to optimise plant production and costs of production using daily and weekly run plan guidelines/production schedules.

The person will have detailed operational and process knowledge but is not required to demonstrate 'hands on' operation of equipment as part of this competency.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

This unit of competency applies to all work environments and sectors within the industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Support

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Identify resources to meet production requirements	1.1	Determine demand for product
		1.2	Access and verify information on orders, stocks and delivery
		1.3	Determine plant/production equipment capacity
		1.4	Determine material requirements
		1.5	Determine human resource requirements
		1.6	Identify and control hazards
2	Develop schedules	2.1	Determine production priorities
		2.2	Identify production opportunities ('windows')
		2.3	Develop production schedules in accordance with procedures taking account of health, safety and environment (HSE) requirements
		2.4	Communicate and distribute production schedules to appropriate personnel
3	Monitor production schedules	3.1	Monitor production output against schedule
		3.2	Identify variations between production and schedule
		3.3	Record operational variation and discuss with appropriate personnel
		3.4	Identify possible cause of variation
4	Adjust schedules	4.1	Adjust schedules in response to operational variation

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4.2 Adjust schedules in response to unexpected events

4.3 Distribute adjusted/amended schedules to appropriate personnel

4.4 Maintain product output in accordance with production and HSE requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations are subject to stringent HSE requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form,

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and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Hazards Hazards include one or more of the following:

- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- fire and explosion
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMSUP330A Develop and adjust a production schedule

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Links

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Assessment Requirements for MSMSUP330 Develop and adjust a production schedule

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP330A Develop and adjust a production schedule

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and must include the ability to:

- identify production objectives, priorities, targets and resource requirements
- plan, sequence and schedule production taking account of health, safety and environment (HSE) priorities
- monitor and adjust schedules in response to operational variations
- communicate effectively with other personnel.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisation procedures
- hazards that may arise in the job/work environment, including:
  - their possible causes
  - potential consequences
  - appropriate risk controls
  - hierarchy of control
- customer and quality requirements
- routine and non-routine causes of production variation
- relevant equipment and operational processes
- types of adjustments that can be made and their likely impact on process/plant efficiencies and production outcomes/targets.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operations

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  - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems
  - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMSUP390 Use structured problem-solving tools

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed.

Release 1. Supersedes and is equivalent to MSAPMSUP390A Use structured problem-solving tools.

Application

This unit describes the skills and knowledge required to use structured process improvement tools to solve process and other problems. It describes the broad application of in-depth and rigorous structured problem-solving techniques to identify opportunities for improvement.

This unit applies to experienced operators, team leaders, supervisors or people in similar roles who are required to identify improvements and/or solve problems beyond those associated directly with the process unit and/or equipment.

This unit applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

This unit of competency applies to all work environments.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Support

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the problem	1.1 Identify variances from desired operating and/or output parameters and quality 1.2 Define the extent, cause and nature of the problem by observation

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Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and investigation 1.3 State and specify the problem clearly
2. Determine fundamental cause of problem	2.1 Select problem-solving tool appropriate to the problem and the context 2.2 Identify possible causes based on experience and the use of problem-solving tools and analytical techniques 2.3 Develop possible cause statements 2.4 Determine fundamental cause
3. Determine corrective action	3.1 Determine all possible options for resolution of the problem 3.2 Identify strengths and weaknesses of possible options 3.3 Determine corrective action to remove the problem and possible future causes 3.4 Develop implementation plans identifying measurable objectives, resource needs and timelines in accordance with safety and operating procedures 3.5 Develop recommendations for ongoing monitoring and testing
4. Communicate recommendations	4.1 Prepare report on recommendations 4.2 Present recommendations to appropriate personnel 4.3 Follow up recommendations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 2. Supersedes and is equivalent to MSAPMSUP390A Use structured problem-solving tools

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMSUP390 Use structured problem-solving tools

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed.

Release 1. Supersedes and is equivalent to MSAPMSUP390A Use structured problem-solving tools.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- identified at least 1 problem
- analysed problem using at least 1 analysis tool drawn from each of 2 different groups of tools (basic, visual, process, business and organisation specific)
- selected the preferred solution
- developed and used an implementation plan, that includes:
  - specific, measurable, achievable, relevant, timed (SMART) objectives
  - resource requirements
  - methods for reaching objectives
  - timelines
  - methods of checking and adjusting adherence to plan
- communicated effectively with other personnel.
-

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- relevant organisation procedures
- risks, risk assessment and controls relevant to problem being analysed
- targets and measures for output and quality
- types and application of problem-solving tools and analytical techniques
- relevant equipment and operational processes.
-

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies, as well as, using suitable facilities, equipment and resources.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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MSMSUP406 Identify faults in electronic control

Modification History

Release 1. Supersedes and is equivalent to MSAPMOPS406A Identify problems in electronic control

Application

This unit of competency covers the skills and knowledge required to recognise and diagnose control system faults in electrical/electronic control systems on process equipment. It includes the implementation of appropriate corrective action.

This unit of competency applies to technicians. The technician will be required to apply knowledge of electronic control systems and components to the identification and isolation of faults in equipment. The key factors are the diagnosis and the recommendation of action to resolve routine and non-routine faults, in order to return the equipment to production.

The operator will have detailed operational and process knowledge but is not required to demonstrate 'hands on' operation of equipment as part of this competency.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

This unit of competency applies to all common equipment used in the manufacturing industry and should be able to be applied to all equipment using electrical/electronic control systems. It applies to all work environments and sectors within the manufacturing industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Support

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Identify electrical/electronic control system faults	1.1	Categorise the types of machine malfunctions due to electrical and/or electronic faults
		1.2	Describe the effects on product quality of electrical and/or electronic faults
		1.3	Identify possible faulty components from a circuit diagram and knowledge of the function of each component
2	Identify maintenance requirements	2.1	Determine recommended maintenance schedule from manufacturer instructions
		2.2	Determine adequacy of current maintenance regime and any special requirements from fault and maintenance history
		2.3	Determine criticality of machine to production and/or business
		2.4	Develop maintenance schedule and requirements for machine
		2.5	Liaise with all relevant stakeholders to ensure schedule is appropriate
		2.6	Report outcome to appropriate personnel
3	Determine appropriate corrective action	3.1	Examine other possible faults
		3.2	Short list possible fault causes
		3.3	Conduct investigations of machine, products or data to determine most likely fault causes
		3.4	Take appropriate action to ensure fault is rectified

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3.5 Follow up on action to ensure completion in an appropriate timeframe

3.6 Recheck after corrective action to ensure fault has been rectified

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets

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- temporary instructions
- any similar instructions provided for the smooth running of the plant

Tools and equipment

Tools and equipment include one or more of the following:

- programmable logic controls (PLC) and ancillaries
- solid-state control/switching units
- switches, relays and solenoids
- position and pressure transducers
- temperature controllers

Hazards

Hazards include one or more of the following:

- electricity
- incorrect/failed connections
- insulation failure
- polarity of components
- gas
- equipment malfunction/failure
- industrial (machinery, equipment and product)
- noise, rotational equipment or vibration
- temperature from hot surfaces and equipment
- test equipment
- unauthorised personnel
- other hazards that might arise

Faults

Faults may arise from non-routine causes and must be resolved by applying operational knowledge to develop new solutions, either individually or in collaboration with relevant experts to:

- determine faults needing action
- determine possible fault causes
- develop solutions to problems which do not have a known solution
- follow through items initiated until final resolution has occurred
- report faults outside area of responsibility to designated person

Non-routine faults are unexpected faults, or variations of previous faults and include one or more of the following:

- loss of flow, power
- power failure
- component malfunction

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- poor maintenance procedures
- regular maintenance
- shutdown
- motor failure effect on cycle time
- short shots
- loss of clamp pressure
- no power
- electronic/electrical faults
- analysis with PLC

Operational knowledge includes one or more of the following:

- procedures
- training
- technical information, such as journals and engineering specifications
- remembered experience
- relevant knowledge obtained from appropriate people

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMOPS406A Identify problems in electronic control

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMSUP406 Identify faults in electronic control

Modification History

Release 1. Supersedes and is equivalent to MSAPMOPS406A Identify problems in electronic control

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and must include the ability to:

- recognise and analyse control system faults
- identify and select testing methods based on cost and time effectiveness
- identify and develop maintenance requirements
- propose solutions and carry out solutions within scope of authority
- apply operational knowledge to non-routine problems
- identify and implement corrective actions
- monitor process and equipment conditions.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- fundamentals of electricity and electronics
- electronic circuit diagrams
- principles of electronic circuit components
- principles of PLC programming, troubleshooting and diagnosis
- appropriate testing procedures and use of equipment for a range of equipment faults
- interaction of process conditions on product quality
- routine and non-routine causes of equipment failures and processes to develop solutions.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of an operating plant

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  - will typically include a supervisor/third-party report or other evidence, focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - may use industry-based simulation for part only of the unit where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMWHS201 Conduct hazard analysis

Modification History

Release 1 - New unit

Application

This unit of competency covers the skills and knowledge required to conduct a hazard analysis. These are typically called:

- job safety analysis (JSA)
- job hazard analysis (JHA)
- job safety and environmental analysis (JSEA)
- safe work method statement (SWMS)

It is not intended to apply to simpler routine hazard checks, such as ‘Take 5’, Step Back 5x5’, five step or similar.

This might be done as an independent activity in order to identify hazards and the appropriate hazard controls, or it might be done as part of a broader process, such as identifying and applying for the permits required for a job.

The conducting of a hazard analysis may be required under a safety case, by organisation procedures or simply as being good practice.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Work health and safety

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Define the context for the hazard analysis	1.1	Identify the scope and purpose of the hazard analysis
		1.2	Access the relevant forms or procedures for conducting a hazard analysis
		1.3	Identify specialised knowledge which may be required to conduct the hazard analysis
2	Identify hazards	2.1	Find out job steps to be undertaken
		2.2	Identify hazards of job site
		2.3	Obtain specialised knowledge required
		2.4	Identify hazards for each job step
		2.5	Enter information into appropriate forms in accordance with procedures
3	Assess risks	3.1	Estimate the potential severity/consequence of each identified hazard
		3.2	Consider how hazards may cause harm
		3.3	Estimate the likelihood/possible frequency of harm
		3.4	Use the organisation’s risk matrix to prioritise each risk
		3.5	Enter information into appropriate forms in accordance with procedures
4	Control risks	4.1	Apply organisation’s risk control procedures
		4.2	Use the hierarchy of control so that risks are as low as reasonably practicable (ALARP)

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		4.3	Specify risk controls
		4.4	Check the effectiveness of controls
		4.5	Identify residual risk and implement any additional controls required
		4.6	Enter information into appropriate forms in accordance with procedures.
5	Monitor and review risk controls	5.1	Monitor risk controls and review their effectiveness
		5.2	Keep records in accordance with procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements
- Dangerous Goods regulations
- Hazardous substances regulations
- Hazardous Substances Information System
- Major hazard facility requirements, if relevant

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- AS 2865-2009 Confined spaces
- AS 1674 Set-2007 Safety in welding and allied processes (covers all hot work)
- AS 4024.1-2014 Series - Safety of machinery
- AS/NZ 1715:2009 Selection use and maintenance of respiratory protective equipment
- National Standard for Plant [NOHSC:1010 (1994)]
- National exposure standards for atmospheric contaminants in the occupational environment [NOHSC:1003 (1995)]

Scope and purpose

The scope includes the unique identification of the plant items and/or work area which is the subject of the hazard analysis, and by default the adjoining plant/areas.

The purpose includes undertaking one or more of:

- a routine hazard analysis for a work area
- a hazard analysis for a specified job
- a hazard analysis as a precursor to issuing permits
- other purposes defined by organisation procedures

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- permit control system
- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Hazards

Hazards include one or more of the following:

- incomplete process isolations
- mechanical and electrical isolations not in place
- atmospheric testing incomplete and atmosphere unsafe
- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards

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- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- fire and explosion
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Specialised knowledge

Specialised knowledge includes information sourced from one or more of the following:

- the person doing the job
- an internal or external technical specialist
- a health and safety expert
- other operational personnel
- literature or internet information
- incident and other records
- risk register
- other knowledge resources of the organisation

Risk

Risk requires the consideration of the consequences of an event and one or both of:

- likelihood/probability
- expected frequency

Severity/consequence

The severity or consequence is typically interpreted against a scale ranging from minor (may require first aid, no lost time, no damage to plant or environment) through to major (may result in death,

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significant damage to plant or environment)

Harm from hazards Harm from hazards includes:

- exposure routes (ingestion, inhalation and skin/eye contact)
- chain of events (event/cause tree and bow tie)
- causal sequence which results in harm to persons, environment, plant or product

ALARP ALARP means as low as reasonably practicable and requires:

- identifying the risk reduction measures available
- determining the level of risk reduction that can be achieved and the associated cost
- implementing the risk reduction measure unless the cost is grossly disproportionate to the benefits of the risk reduction
- justifying available measures that are not taken

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMWHS201 Conduct hazard analysis

Modification History

Release 1 - New unit

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and demonstrate the ability to:

- complete a hazard analysis
- specify risk controls to bring risks to ALARP
- identify relevant personnel
- complete appropriate hazard analysis forms (paper or electronic)
- monitor and review effectiveness of risk controls.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- the significance of the analysis context
- how the identified hazards may cause harm
- purpose and use of the risk matrix
- monitoring and review of risk controls.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a hazard analysis report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

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- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Where part of a broader role it may be conveniently co-assessed with units relevant to that broader job.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMWHS401 Assess risk

Modification History

Release 1. Supersedes and is equivalent to MSAPMOHS401A Assess risk

Application

This unit of competency covers the skills and knowledge required to identify hazards and operability problems and then analyse them by hazard analysis techniques to assess risk.

This unit of competency is a specialist unit requiring technical knowledge and is suitable for plant technicians and people in similar roles.

A team with a broad knowledge of the system and its operation will carry out the analysis. It is expected that the risk assessment processes are already defined for the enterprise and that the risk acceptance criteria have already been established. The team will be steered by engineering experts or risk assessment specialists in the industry.

This unit of competency applies to workers who take an active role in a hazard and operability study (HAZOP) or similar methodology. They are not expected to lead the HAZOP. This unit is not restricted to HAZOPs and may be applied to other methodologies requiring similar competency. The risk assessment should be consistent with AS/NZS ISO 31000:2009 Risk management – Principles and guidelines.

Team members will contribute their understanding of the process and particularly the operational aspects, and then carry out whatever tasks are assigned to them by the analysis team.

The aim of this unit of competency is to apply a methodical examination of the system and its elements to identify hazards and the states or conditions where there may be loss of control of the hazard and the resultant consequences.

The technique can be applied at any stage of a project/process life cycle.

Although hazard identification should be the main focus, operability problems should be identified to the extent that they have the potential to lead to a breakdown in hazard controls resulting in a health, safety or environmental (HSE) violation or have a negative impact on profitability.

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This unit of competency applies to an individual working as part of a team or group.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Work health and safety

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Identify hazards and potential operability problems	1.1	Contribute to the compiling of a system description of all the machinery, equipment, operations, products and materials relevant to the everyday working procedures of the facility
		1.2	Contribute to the compiling of a checklist containing process parameters (primary key words) and guide words (secondary key words) relevant to the system
		1.3	Identify hazards, existing control measures and potential operability problems or breakdowns in control measures using the compiled system descriptions and the checklist
2	Assess impact of risk and determine alternative strategies	2.1	Screen for causes of deviations and establish consequences
		2.2	Determine alternative strategies for action in relation to each deviation within the range of competency and responsibility
		2.3	Review, clarify and/or analyse risk information to determine its relevance and reliability depending upon

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			the task assigned, level of competency and area of responsibility
3	Assess risk information against established risk criteria in risk management plan	3.1	Check risk acceptance criteria for any changes over past period
		3.2	Compare risk information against risk acceptance criteria and procedures to assess acceptability of risk
		3.3	Liaise with other internal departments to assess impact on business, if applicable
		3.4	Document findings according to company policies and procedures
4	Develop a risk register	4.1	Develop a risk assessment chart for each system studied containing deviation, cause, consequence, control measures and action
		4.2	Develop action plan for implementation of control measures, including any changes to procedures
		4.3	Establish or review the procedures by consulting relevant/different work groups.
		4.4	Inform relevant work groups of any changes and implement, within area of responsibility, changes in the procedures
		4.5	Monitor effectiveness of the control measures, including revised procedures
5	Establish and maintain procedures for identifying hazards, and assessing and controlling risk	5.1	Identify and develop procedures for routine hazard identification, assessment and control of risks
		5.2	Address identification of all hazards at the planning, design and evaluation stages of any changes in the workplace to ensure that new hazards are not created by the proposed changes
		5.3	Develop and maintain procedures for selection and implementation of risk control measures in accordance with the hierarchy of control

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5.4	Identify inadequacies in existing risk control measures in accordance with the hierarchy of control and, within area of responsibility, promptly provide resources enabling implementation of new measures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets

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- temporary instructions
- any similar instructions provided for the smooth running of the plant

Hazards

Hazards include one or more of the following:

- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- fire and explosion
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- limited head spaces or overhangs
- extreme weather
- other hazards that might arise

Non-routine problems

Non-routine problems must be resolved by applying operational knowledge to develop new solutions, either individually or in collaboration with relevant experts to:

- determine problems needing action
- determine possible fault causes
- develop solutions to problems which do not have a known solution
- follow through items initiated until final resolution has occurred
- report problems outside area of responsibility to designated person

Non-routine problems include one or more of the following:

- incidents with a potential for injury

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- fires and explosions
- chemical spills
- bomb scares

Operational knowledge includes one or more of the following:

- procedures
- training
- technical information, such as journals and engineering specifications
- remembered experience
- relevant knowledge obtained from appropriate people

Risk assessment methodology

Risk assessment methodology must:

- enhance the understanding of risk and how it may be reduced
- permit the modelling and evaluation of a wide range of failure modes
- enable the analysis to be carried out in a manner that is auditable, repeatable and verifiable
- be usable by other staff
- be appropriate to the system operating in the given domain
- give valid results from the type and quantity of data that is available
- be appropriate for the particular life cycle phase at which it is to be applied
- be supported by standard proformas for the technique
- have a rational technical basis, typically through reference to national or international standards, Defence standards or published reference books

This is not restricted to HAZOP methodology; other methodologies requiring similar competency may be used.

Process parameters

Specific process parameters (primary key words) relevant to the system will include three (3) or more of:

- flow
- temperature
- pressure
- relief
- instrumentation
- sampling
- addition
- safety

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- reaction
- reduce (grind and crush)
- absorb
- isolate
- vent
- start-up
- composition
- phase
- level
- corrosion
- erosion
- services
- utilities
- maintenance/maintain
- inserting
- purging
- contamination
- separate (settle, filter and centrifuge)
- mix
- drain
- shutdown

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMOHS401A Assess risk

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMWHS401 Assess risk

Modification History

Release 1. Supersedes and is equivalent to MSAPMOHS401A Assess risk

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and must include the ability to:

- apply a systematic risk assessment methodology
- identify and interpret information from a range of internal and external sources
- interpret hazard and probability data to determine risk profiles
- communicate with a range of stakeholders to:
  - identify risks and causes
  - identify consequences and assess impact of risks
  - plan and implement changes to procedures
- plan and implement control measures
- apply operational knowledge to non-routine problems
- monitor and evaluate outcomes of control measures and procedures and make improvements as appropriate
- document findings and complete reports.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- day-to-day operations of the facility, including:
  - machinery, equipment, operations, products and materials
  - process parameters (primary key words) and guide words (secondary key words)
  - workplace systems and the importance of critical procedures
- hazard identification and control measures
- how hazard controls may break down
- quantitative risk assessment, such as hazard analysis (HAZAN)
- risks and how they may be reduced
- key features of a systematic risk assessment methodology, including:
  - what makes it auditable, repeatable, verifiable and usable by other staff
  - how it can be used for modelling and evaluation of a wide range of failure modes
  - available data and how it can give valid results
  - its rational technical basis
- analysis systems appropriate to the system operating in the given domain and appropriate for the particular life cycle phase at which it is to be applied.

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Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of having been a member of a HAZOP (or similar) team and meeting the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSS402002 Sustain process improvements

Modification History

Release 1. Supersedes and is equivalent to MSS402002A Sustain process improvements

Application

This unit of competency covers the skills and knowledge required by an individual to prevent process improvements in their own work from slipping back to former practices or digressing to less efficient practices.

This unit applies to organisations implementing competitive systems and practices and continuous improvement. It covers the skills needed to ensure that process improvements are sustained and opportunities taken to suggest further improvements.

Improvement initiatives can be made by any of a number of methods and by teams or individuals. The unit assumes that desired levels of performance or quality are known to employees.

The unit can be applied to all areas of an organisation, including production, maintenance, logistics and office functions.

This unit requires the application of skills associated with problem solving, initiative and enterprise and self-management in order to understand implement and monitor improvement practices. It also requires the ability to identify and address personal skill gaps in order to manage own ability to implement change.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

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Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Examine previous improvements**	1.1	Identify impact of previous process improvements to equipment, operations, services or products in own work area.
		1.2	Identify improvements where objectives have not been met.
2	**Implement corrective actions**	2.1	Identify corrective actions that can be taken by self on process improvements that have not met objectives.
		2.2	Obtain any required approvals.
		2.3	Identify any additional, personal skill gaps and seek skill development.
		2.4	Adopt improved processes.
3	**Check changes**	3.1	Identify claimed improvements.
		3.2	Identify methods of observing and measuring claimed improvements in own work area.
		3.3	Check if claimed improvements are occurring and report problems in accordance with procedures.
4	**Check for further improvements**	4.1	Look for areas of possible further improvement.
		4.2	Discuss further improvements with peers and supervisors.
		4.3	Take action to implement improvements in accordance with procedures.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Customers include one or more of:	• internal customers • external customers sufficiently close to the individual’s work as to be easily identifiable • final customers used as the basis for the identification of value and waste.
Suppliers include	• internal suppliers

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one or more of:	• external suppliers sufficiently close to the individual's work as to be easily identifiable.
Measuring improvements includes one or more of:	• personally taking measurements • arranging for measurements to be taken/made by appropriate personnel.
Procedures (written, verbal, visual, computer based, etc.) include one or any combination of:	• work instructions • standard operating procedures (SOPs) • safe work method statements • formulas/recipes • batch sheets • temporary instructions • any similar instructions provided for the smooth running of the plant.
Corrective actions to sustain improvements include one or more of:	• techniques for preventing mistakes by designing the operations process, equipment and tools so that an operation literally cannot be performed incorrectly (e.g. baka-yoke) • techniques that generate warning signals where a mistake is about to be performed (poka-yoke) • administrative techniques, such as procedure/work instruction changes • skilling techniques, such as training, mentoring, demonstration • process techniques, such as changing the process/conditions/variables.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402002A Sustain process improvements

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402002 Sustain process improvements

Modification History

Release 1. Supersedes and is equivalent to MSS402002A Sustain process improvements

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to examine three (3) or more previous improvements, including one (1) or more where improvement objectives have not been met, and to:

- identify corrective actions that can be taken by self
- implement those corrective actions
- check whether the claimed improvements have occurred
- check for further improvements.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- muda (waste)
- indicators of processes not delivering claimed improvements
- baka-yoke and poka-yoke techniques.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include actions to sustain process improvements in own workplace
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.

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- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402020 Apply quick changeover procedures

Modification History

Release 1. Supersedes and is equivalent to MSS402020A Apply quick changeover procedures

Application

This unit of competency covers the skills and knowledge required to apply quick changeover procedures in an organisation implementing competitive systems and practices.

This unit applies to individuals in an organisation which is implementing competitive systems and practices and is pursuing quick changeover as one of its competitive operations tools. The unit can apply to quick changeovers of equipment, processes, batches or product type. It requires the application of skills associated with applying quick changeover procedures, including the planning and organising of own work, identifying problems and making suggestions for improvement of procedures.

Particular technical skills may also be required in some operations sectors and for some jobs. These skills should be gained from the Training Package relevant to the individual's industry and occupation.

This unit may not be applicable to a totally continuous operation producing only the one product, or simultaneous range of products. The unit is also not applicable to a maintenance/PVI shutdown as experienced by continuous process manufacturers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for changeover**	1.1	Determine when changeover will be required.
		1.2	Review plans and instructions for quick changeover.
		1.3	Identify role of others in quick changeover.
		1.4	Obtain all required tools/parts/materials for changeover.
		1.5	Organise process and tools/parts/materials ready for changeover.
2	**Make quick changeover**	2.1	Plan changeover according to quick changeover principles.
		2.2	Liaise and work with relevant people in quick changeover.
		2.3	Complete changeover according to procedures.
		2.4	Check output meets specification.
		2.5	Debrief with all relevant stakeholders.
		2.6	Note any steps which cause a problem.
		2.7	Recommend changes to problematic steps.
3	**Improve work health and safety (WHS)**	3.1	Identify hazards to self or others in all steps/actions.
		3.2	Determine risks from each hazard.
		3.3	Identify actions which may be performed in a more ergonomic manner.
		3.4	Recommend changes to improve WHS.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • monitoring and data gathering systems, such as Systems Control and Data Acquisition (SCADA) software, Enterprise Resource Planning (ERP) systems, Materials Resource Planning (MRP) and proprietary systems • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Changeover may include one or more of:	• an exchange of equipment (often dies or tools (traditional)) • a change between products/batches or between campaigns or processes. It may be any quantum change to produce a different product or undertake a different process.

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Set-up can be divided into two types:	• internal set-up (requires work to stop, work that can be done only when the machine or process is not actively engaged in production, computers etc. need to be reset and restarted) • external set-up (work can continue during the changeover, work can be done concurrently with the machine or process performing production duties).
Set-up time includes:	• the work time required to change over a machine or process from one item or operation to the next item or operation.
Procedures (written, verbal, visual, computer based, etc.) include one or more of:	• work instructions • standard operating procedures (SOPs) • safe work method statements • formulas/recipes • batch sheets • temporary instructions • any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402020A Apply quick changeover procedures

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402020 Apply quick changeover procedures

Modification History

Release 1. Supersedes and is equivalent to MSS402020A Apply quick changeover procedures

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for three (3) or more quick changeovers, to:

- identify the scope and equipment to be used in a quick changeover implemented in their own workplace
- plan and complete changeover
- identify problems in quick changeovers
- contribute suggestions for improvement.

Knowledge Evidence

- Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision and to solve routine problems, including knowledge of:
- principles of quick changeover, including:
  - setting of target time for changeover
  - conversion of internal set-up time to external set-up time, where appropriate
  - simplification of changeover steps
  - monitoring and continuous improvement of changeovers
- purpose and requirements of changeover
- minimisation of changeover waste (e.g. scrap and energy)
- quality requirements for products and purposes
- relevant operational procedures
- health, safety and environment (HSE) principles relevant to own job.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace

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  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include actual quick changeovers, the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations. Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402021 Apply Just in Time procedures

Modification History

Release 1. Supersedes and is equivalent to MSS402021A Apply Just in Time procedures

Application

This unit of competency covers the skills and knowledge required to work in an organisation implementing and/or utilising Just in Time (JIT) procedures.

This unit applies to an individual working in an organisation following JIT who will need to follow procedures which are specific to JIT, such as the controlled flow of material (e.g. the use of kanban and elimination of waste). This will involve the individual in the application of the pull system to their job and the authorisation of product/material flows in accordance with procedures and their level of authority.

This unit requires the application of skills associated with planning and organising and self-management to deliver product on demand using necessary tools, equipment and processes to meet production requirements. The unit also requires an ability to recognise and act on problems that may interfere with meeting production demands.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Respond to indicator of demand**	1.1	Identify pull of product through work role.
		1.2	Recognise indicator of flow authorisation.
		1.3	Identify production or service required.
2	**Make products or deliver service to demand**	2.1	Make product or deliver service as required by ticket.
		2.2	Identify any factors likely to prevent demand being satisfied in own work or work of the team.
		2.3	Take action in accordance with procedures.
3	**Update demand information as required**	3.1	Record information on ticket to procedures, as required.
		3.2	Facilitate operation of flow authorisation as part of work.
4	**Recommend improvements**	4.1	Examine the operation of the JIT system as it relates to own work.
		4.2	Identify areas for improvement.
		4.3	Identify any additional personal skill requirements to implement JIT procedures.
		4.4	Recommend improvements.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect

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performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
JIT requires availability:	• precisely when the service, product or operation is to be produced or undertaken • in the right quantity and at the right quality.
Product includes one or more of:	• a physical product • a supporting utility service, such as water, gas and power • some other service (e.g. cranes and forklifts).
Indicator of demand includes one or more of:	• kanban bin, ticket or similar • some other indicator of demand pull which authorises production or movement of an item (in some plants, this may also include authorisation using SCADA software).
Procedures (written, verbal, visual, computer based, etc.) include one or	• work instructions • standard operating procedures (SOPs) • safe work method statements • formulas/recipes

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more of:

- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402021A Apply Just in Time procedures

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402021 Apply Just in Time procedures

Modification History

Release 1. Supersedes and is equivalent to MSS402021A Apply Just in Time procedures

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one (1) or more JIT procedures, to:

- identify the indicators of demand and the flow authorisation system in their own workplace
- relate products and services supplied by suppliers and customers to the flow authorisation system
- interpret received indicators of demand correctly for quantity, quality and time of delivery
- contribute suggestions for improvement.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- JIT methods relevant to own job
- relevant indicator of demands for own job
- own role in flow authorisation
- faults and other issues that may threaten the JIT delivery of own product or service
- procedures for recommending improvements.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include JIT procedures in own workplace

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  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations. Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402040 Apply 5S procedures

Modification History

Release 1. Supersedes and is equivalent to MSS402040A Apply 5S procedures

Release 2. Duplicated performance Criteria removed. Equivalent outcome.

Application

This unit of competency covers the skills and knowledge required by an individual to apply 5S procedures to their own job and work area. The unit assumes the individual has a particular job and an allocated work area and that processes in the work area are known by the individual.

This unit applies to an individual in an organisation who works in an operational position as part of production, maintenance, logistics, etc. The unit can also apply to individuals in other organisations who have a discrete role and responsibility for individually managed processes.

This unit applies where an organisation has decided to embark on a competitive systems and practices strategy and as part of this has adopted the philosophy of 5S as one of the tools to improve performance. The employee needs to apply 5S to their job and work area and maintain the housekeeping and other standards set by 5S.

This unit requires the application of skills associated with planning and organising, problem solving and self-management, in order to identify and implement 5S housekeeping practices.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Sort needed items from unneeded**	1.1	Identify all items in the work area.
		1.2	Sort items to achieve deliverables and value expected by downstream and final customers.
		1.3	Sort items required for regulatory or other required purposes.
		1.4	Place any non-essential item in an appropriate place other than the workplace.
		1.5	Regularly check that only essential items are in the work area.
2	**Set the workplace in order**	2.1	Identify the best location for each essential item.
		2.2	Place each essential item in its assigned location.
		2.3	After use immediately return each essential item to its assigned location.
		2.4	Regularly check that each essential item is in its assigned location.
3	**Shine the work area**	3.1	Keep the work area clean and tidy at all times.
		3.2	Conduct regular housekeeping activities during shift.
		3.3	Ensure the work area is neat, clean and tidy at both beginning and end of shift.
4	**Standardise activities**	4.1	Follow procedures.
		4.2	Follow checklists for activities, where available.
		4.3	Keep the work area to specified standard.
5	**Sustain the 5S system**	5.1	Clean up after completion of job and before commencing next job or end of shift.
		5.2	Identify situations where compliance to standards is unlikely and take actions specified in procedures.

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5.3 Inspect work area regularly for compliance to specified standard.

5.4 Recommend improvements to lift the level of compliance in the workplace.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

5S includes all of:

- sort

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- set in order
- shine
- standardise
- sustain.

Sort includes all of:

- separating necessary from unnecessary items (equipment and supplies)
- keeping only what is absolutely necessary for the work processes that comprise the job
- disposing of (or relocating) all other items.

Set in order includes all of:

- assigning required equipment and materials appropriate locations in the work area
- consideration of frequency of use, ergonomics and work health and safety (WHS)
- provision of facilities to maintain the locations.

Shine includes one or more of:

- keeping the work area clean at all times which should be carried out to a regular daily schedule against allowed time, usually at the end of the day or of a particular process
- keeping work area organised
- noting any signs of wear, damage, leakage, safety risks or other issues that require immediate attention.

Best location includes one or more of:

- changes to the layout of furniture
- arrangement of equipment
- provision of services
- location of personnel.

Standardising includes one or more of:

- activities that help maintain the order and the housekeeping standards
- using procedures and checklists developed from a procedure.

Sustain includes one or more of:

- making sure that daily activities are completed every day regardless of circumstance
- cleaning up after a job
- undertaking inspections, including:
- informal inspections carried out often, at least weekly
- formal inspections carried out at least monthly

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- generating continuous improvement actions from daily activities
- following up specific actions to generate continuous improvement.

Items in work area include one or more of:

- tools
- jigs/fixtures
- materials/components
- plant and equipment
- manuals
- personal items (e.g. bags, lunch boxes and posters)
- safety equipment and personal protective equipment (PPE)
- other items which happen to be in the work area.

Procedures (written, verbal, visual, computer based, etc.) include one or more of:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402040A Apply 5S procedures

Release 2. Equivalent to MSS402040 Apply 5S procedures Release 1.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402040 Apply 5S procedures

Modification History

Release 1. Supersedes and is equivalent to MSS402040A Apply 5S procedures

Release 2. Duplicated performance Criteria removed. Equivalent outcome.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, in one (1) or more allocated areas, to:

- implement and sustain 5S in own workplace
- identify own tasks and responsibilities
- contribute suggestions for improvement.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- purpose of 5S in the workplace
- meaning and application of 5S steps to own workplace and job
- principles of efficient workplace organisation
- identifying waste (muda)
- procedures for recommending improvements.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the application of 5S procedures in a work area where 5S has not previously been undertaken, or, demonstration of sustaining 5S principles in a work area that has already undergone prior 5S procedures
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.

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- Assessment should occur in operational workplace situations. Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402050 Monitor process capability

Modification History

Release 1. Supersedes and is equivalent to MSS402050A Monitor process capability

Application

This unit of competency covers the skills and knowledge required for gathering of data and the interpretation of simple information to determine the compliance of the process and the taking of action as defined by the procedures where the information reveals the process is out of control parameters.

This unit applies to an individual in an organisation adopting specific competitive systems and practices, usually either six sigma or statistical process control/three sigma, as a means of determining and improving the capability of their process to customer requirements. The individual is involved in collecting specified data and performing specified manipulations to the data (typically by plotting on a chart or by entering into a nominated computer program). The information is typically presented to team members in terms of graphs/charts which they are expected to interpret at a basic level and then take action in accordance with procedures to restore the process to being under control parameters.

This unit requires the application of skills associated with entering and monitoring operational data and information and requires initiative, enterprise and problem solving in identifying production variations and making improvement recommendations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Collect and process data**	1.1	Take specified measurements/readings/observations, as required.
		1.2	Enter data in log, computer or other record.
		1.3	Manipulate and/or chart data as required by procedures.
2	**Identify variations that are not random and take action**	2.1	Examine chart and/or reliability information.
		2.2	Distinguish between random variations and those with an identifiable cause.
		2.3	Take action specified in procedures when a variation with an identifiable cause occurs.
3	**Assist in process improvement**	3.1	Collect data for process capability improvement trials.
		3.2	Make recommendations for improvement.
		3.3	Implement revised capability monitoring procedures.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems	• lean operations

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and practices include one or more of:	• agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Procedures (written, verbal, visual, computer based, etc.) include one or any combination of:	• work instructions • standard operating procedures (SOPs) • safe work method statements • formulas/recipes • batch sheets • temporary instructions • any similar instructions provided for the smooth running of the plant.
Process capability includes one or more of:	• the capability of the process to deliver to customer defined requirements • process stability against standardised practices and documentation to eliminate variation against customer requirements • statistical capability to deliver product within a specified range • a statistical technique to determine the range within which a product might be expected to fall.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402050A Monitor process capability

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Links

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Assessment Requirements for MSS402050 Monitor process capability

Modification History

Release 1. Supersedes and is equivalent to MSS402050A Monitor process capability

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to assist in one (1) or more process improvements and to routinely:

- collect and process data
- identify non-random variations and take the action specified in the procedures
- make recommendations for improvements.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- defects and defective product
- variation and the related statistical distribution
- control charting (or similar) methods
- analysis of information to identify trends or other non-random results
- determination of identifiable causes from variation information
- process capability determination from variation data.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include routine collection of data and identification of non-random variation in own workplace
  - must include participation in a process capability improvement project

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  - will typically include the use of appropriate statistical tools, aids and apps.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402051 Apply quality standards

Modification History

Release 2. Mapping updated to include superseded unit (not equivalent to LMTGN2002B Apply quality standards)

Release 1. Supersedes and is equivalent to MSS402051A Apply quality standards

Application

This unit of competency covers the skills and knowledge required to apply quality standards to work operations in an organisation. The unit is designed to complement competitive systems and practices units.

This unit applies to an individual who is expected to take responsibility for the quality of their own work, and to take actions specified in the procedures and within the scope of their job and authority to ensure that quality standards are met.

This unit requires the application of skills associated with interpreting and applying workplace standards and identifying and addressing problems that interfere with quality outcomes. The unit requires initiative, enterprise and self-management to ensure quality standards are achieved.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.		demonstrate achievement of the element.	
1	**Assess own work**	1.1	Continuously check completed work against workplace standards relevant to the operation being undertaken.
		1.2	Demonstrate an understanding of how the work activities and completed work relate to the next production process or processes and to the final products or services concerned.
		1.3	Identify and isolate faulty components, products or processes.
		1.4	Record and/or report faults and any identified causes to the supervisor concerned, where required, in accordance with workplace procedures.
2	**Assess quality of received components, parts or materials**	2.1	Continuously measure/check received components, parts, materials, information, service or final products against workplace standards and specifications for conformance.
		2.2	Demonstrate an understanding of how the received components, parts or materials, information or service relate to the current operation and how they contribute to the final quality of the product or service.
		2.3	Identify and isolate faulty components, parts, materials or information that relate to the operator's work.
		2.4	Record and/or report faults and any identified causes in accordance with workplace procedures.
		2.5	Identify causes of any identified faults and take corrective action as specified in workplace procedures.
3	**Investigate causes of quality deviations**	3.1	Record information on quality and other indicators of process performance.
		3.2	Investigate and report causes of deviations from specified quality standards for components.
		3.3	Recommend suitable preventative action based on workplace quality standards and the identified causes of deviations from specified quality standards of materials.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Quality parameters include one or more of:

- finish
- size
- durability
- product or process variations
- materials

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	• alignment • colour • damage and imperfections • time • is complete/contains all required information/data • complies to template • uses the correct styles and formats.
Quality checks include one or more of:	• visual inspection • physical measurements • chemical tests • checks against patterns, templates, styles, formats and guides • processing time.
Materials include one or more of:	• physical raw materials • orders, forms and other documentation • services required for undertaking an operation (e.g. power, water, compressed air and fuel).
Procedures (written, verbal, visual, computer based, etc) include one or more of:	• work instructions • standard operating procedures (SOPs) • safe work method statements • formulas/recipes • batch sheets • temporary instructions • any similar instructions provided for the smooth running of the plant.
Indicators of production performance include one or more of:	• number of items/production rate • delays and causes of delays (where known) • other information as specified in the procedures.
Data entry/recording includes one or more of:	• keyboard • written (including ticks or signs) • verbal.
Sources of information/ documents include one	• quality and Australian Standards and procedures • work instructions, patterns, designs and recipes

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or more of:	• organisation work procedures • manufacturer instructions for materials and equipment • organisational or external personnel • customer requirements.
Investigate and report requires following set procedures which include one or more of:	• verbal instructions • documented procedures • other quality procedures as implemented within an organisation or work environment.

Workplace context includes one or more of:	• work organisation procedures and practices relating to the manufacture and quality outcomes for products
	• conditions of service, legislation and industrial agreements, including:
	  • workplace agreements and awards
	  • federal or state/territory legislation
	  • standard work practice.

Reporting/communication includes one or more of:	• verbal and written communication in accordance with organisational policies and procedures • oral, written or visual communication, including simple data.
Being responsible for the maintenance of own work quality includes one or more of	• contributing to the quality improvement of team or section output, where necessary, in accordance with workplace procedures • following safety, environmental, housekeeping and quality procedures as specified by materials/machine/equipment manufacturers, regulatory authorities and the organisation.
Applicable regulations and legislation include one or more of	• work health and safety (WHS) legislation relevant to workplace activities • workers compensation legislation.

Unit Mapping Information

Release 2. Mapping updated to include supersedes and not equivalent to LMTGN2002B Apply quality standards

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Release 1. Supersedes and is equivalent to MSS402051A Apply quality standards

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402051 Apply quality standards

Modification History

Release 2. Mapping updated to include superseded unit (not equivalent to LMTGN2002B Apply quality standards)

Release 1. Supersedes and is equivalent to MSS402051A Apply quality standards

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one (1) or more products/processes, to:

- check and measure relevant quality parameters
- interpret results of quality checks in terms of specifications, patterns and work standards
- take required action where standards of materials, component parts, final product or work processes are found to be unacceptable
- maintain accurate records.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- relevant quality standards, policies and procedures
- relevant production processes, materials and products
- relevant measurement techniques and quality checking procedures
- reporting procedures.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the application of quality standards to own workplace

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    - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations. Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
    - relevant VET or other qualification/Statement of Attainment AND/OR
    - relevant workplace experience
- Currency can be demonstrated through:
    - performing the competency being assessed as part of current employment OR
    - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402061 Use SCADA systems in operations

Modification History

Release 1. Supersedes and is equivalent to MSS402061A Use SCADA systems in operations

Application

This unit of competency covers the skills and knowledge required by an individual to interact with a System Control and Data Acquisition (SCADA) system as part of their job.

This unit applies to an individual in an organisation using a SCADA system and the individual must interface with that system. The individual will need to access this system as part of their routine and take actions based on the information they obtain from the SCADA system in accordance with procedures.

This unit requires the application of skills associated with using communication tools and technology for management of own work, planning and problem solving.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Use operator interface**	1.1 Identify SCADA terminals relevant to own workstation and functions.

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		1.2	Use keyboards, track ball, monitor and/or stand-alone controllers to access/interrogate system.
		1.3	Use correct level of access and find all relevant screens and information.
		1.4	Access message section and acknowledge messages.
		1.5	Input and output information correctly according to program and organisation requirements.
2	**Use information**	2.1	Obtain data and information from SCADA, as required, including process, supply and product chain data.
		2.2	Interpret data and information as required by own job.
		2.3	Find and use relevant historical data and information.
		2.4	Use manufacturer manuals or specifications, as required, to expand knowledge of SCADA system relevant to own work.
		2.5	Determine and prioritise required actions.
3	**Make required changes in accordance with procedures**	3.1	Adjust production/process in response to SCADA information.
		3.2	Record adjustments and variations to specifications/schedules and report to appropriate personnel.
		3.3	Seek feedback and information on adjustments to further improve procedures, where required.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Procedures (written, verbal, visual, computer based, etc.) include one or more of:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402061A Use SCADA systems in operations

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Links

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Assessment Requirements for MSS402061 Use SCADA systems in operations

Modification History

Release 1. Supersedes and is equivalent to MSS402061A Use SCADA systems in operations

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for three (3) or more adjustments to production/process utilising SCADA information, to:

- identify scope and relevance of SCADA system to own work
- access correct levels of SCADA system
- enter and retrieve data, including normal performance and variations
- use SCADA system to assist in own work.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- hierarchy of SCADA system and operation
- available information from, and controls exercised by, SCADA system.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include use of SCADA systems in own workplace
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).

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- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402080 Undertake root cause analysis

Modification History

Release 1. Supersedes and is equivalent to MSS402080A Undertake root cause analysis

Application

This unit of competency covers the skills and knowledge required to undertake root cause analysis (RCA). This unit also covers the competencies needed by operators to contribute to an advanced maintenance strategy using RCA coupled with diagrams and charts.

This unit applies to individuals working in an organisation that is applying competitive systems and practices strategies. The unit applies to the formal problem solving to root cause that the individual must undertake in their own work area or where the individual contributes to problem solving to root cause as part of a team.

This unit requires an ability to seek and apply information from a variety of sources in order to inform RCAs. Initiative and enterprise is also required to identify quick fix and permanent solutions to problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Recognise problems**	1.1	Identify features or occurrences indicative of a problem.
		1.2	Use appropriate tools, techniques and charts to define the problem.
2	**Implement quick fix**	2.1	Recommend a quick fix within the scope of competency and authority.
		2.2	Use technology or processes relevant to the problem to implement quick fix.
3	**Determine root cause**	3.1	Identify a range of possible causes.
		3.2	Gather data and other information to eliminate or confirm possible causes.
		3.3	Use available data and information to link causes and effects.
		3.4	Seek assistance to obtain additional information if problem is beyond own competency/authority.
		3.5	Identify root cause.
4	**Develop permanent solution**	4.1	Identify a range of methods to eliminate the root cause or break the cause tree.
		4.2	Select the most appropriate solution.
		4.3	Liaise with relevant people.
		4.4	Recommend or implement solution within the limits of competency and authority.
		4.5	Monitor impact of solution and make further recommendations, as required.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Problems include one or more of:

- variation to normal plant or equipment operation
- unplanned or non-conforming process or operations outcomes
- out of specification products
- excess scrap
- accidents and emergencies
- regulatory breaches
- customer returns and complaints
- reduction or loss of sales.

Techniques/charts include one or more

- control charts
- Pareto charts

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of:

- run charts
- flow charts
- cause and effect diagrams
- tree diagrams
- 5 Whys analysis
- organisation specified/mandated methods.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402080A Undertake root cause analysis

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402080 Undertake root cause analysis

Modification History

Release 1. Supersedes and is equivalent to MSS402080A Undertake root cause analysis

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one (1) or more problems, to:

- undertake problem identification
- use appropriate processes to achieve root cause identification
- recommend solutions and implementation procedures to problems within own area
- monitor implementation of solutions.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- methodology of root cause analysis, including:
  - difference between quick fix and root cause elimination
  - breaking of causal tree
- indicators of problems and variances to normal operation
- relevant analysis tools (e.g. Pareto charts, 5 Whys).

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include a root cause analysis in own workplace
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.

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- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402083 Use planning software systems in operations

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge to access planning software (often known as Enterprise Resource Planning (ERP), Materials Resource Planning (MRP and MRPII), and often by a proprietary name, to make routine business decisions required of the person as a regular part of their job.

This unit applies to an individual in an organisation using a planning software system and who must interface with that system. The unit applies to both accessing information from the planning software system and using it as an aid to decision making. This unit requires the application of communication, planning, and problem solving associated with using planning software in own work.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Use interface**	1.1	Identify terminals relevant to own workstation and functions
		1.2	Use peripherals to access system

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
		1.3	Navigate through system and screens to find program menu and data relevant to own work
		1.4	Identify and input information on own work processes at required frequency and to required detail
		1.5	Access message section and read and acknowledge messages
		1.6	Identify problems and make suggestions for improvements to relevance of planning software to own work
2	**Access information**	2.1	Identify work processes that require information from planning software system
		2.2	Obtain data and information on current operations from the planning software system
		2.3	Identify the status of items in the value stream
		2.4	Access and read historical data and information
		2.5	Read and interpret information and identify and prioritise actions required in response to information
3	**Take action in accordance with procedures**	3.1	Take action in response to information obtained from planning software
		3.2	Follow up to ensure anticipated results have occurred
		3.3	Record adjustments and variations
		3.4	Identify any learning needs to use planning software and seek support

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402060 Use planning software systems in operations.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402083 Use planning software systems in operations

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit and:

- used planning software systems for at least 3 different purposes, utilising outcomes to aid decision making.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- planning software system and operation, including:
  - terminal locations and types
  - security and access arrangements
  - information held in planning software relevant to own work
  - data collection methods for operations in work area
  - assistance arrangements for users of planning software
  - business activities exercised with the planning software system
- procedures for recommending improvements
- data and information sources.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of facilities, equipment and resources, including:
  - planning software systems.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402084 Undertake root cause analysis

Modification History

Release 1. Unit code changed. Application changed. Performance Criteria changed. Foundation Skills populated. Range of Conditions removed. Assessment Requirements changed. Supersedes and is equivalent to MSS402080 Undertake root cause analysis.

Application

This unit describes the skills and knowledge required to use analysis tools and diagrams and/or charts in formal problem solving to root cause.

This unit applies to individuals who are required, in their own work or as part of a formal or ad hoc team, to identify problems and their root causes; and to apply immediate fix and long term solutions.

This unit applies to any organisation.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Recognise problem	1.1 Identify features or occurrences indicative of problem 1.2 Select and use tools and diagrams and/or charts to define problem
2. Implement quick fix	2.1 Recommend quick fix within own scope of competency and authority 2.2 Use technology or processes relevant to problem to implement quick

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Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	fix
3. Determine root cause	3.1 Identify range of possible causes of problem 3.2 Gather data and other information to eliminate or confirm possible causes 3.3 Use available data and information to link causes and effects 3.4 Seek assistance to obtain additional information if problem is beyond own competency or authority 3.5 Identify root cause
4. Develop permanent solution	4.1 Identify options to eliminate root cause or break the cause tree 4.2 Evaluate options to identify most appropriate solution 4.3 Liaise with relevant people to gather ideas on solutions and implementation 4.4 Recommend or implement solution within limits of competency and authority. 4.5 Monitor impact of solution and report areas of suboptimal or negative impact

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Reading skills to interpret data and information
- Writing skills to document process and/or results and diagrams and/or charts
- Oral communication skills to liaise with others on problems, solutions and implementation and to make recommendations
- Numeracy skills to interpret and manipulate data on problems, causes and effects, impact of solutions
- Learning skills to seek assistance if needed.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402080 Undertake root cause analysis.

Links

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Assessment Requirements for MSS402084 Undertake root cause analysis

Modification History

Release 1. Unit code changed. Application changed. Performance Criteria changed. Foundation Skills populated. Range of Conditions removed. Assessment Requirements changed. Supersedes and is equivalent to MSS402080 Undertake root cause analysis.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and demonstrated the ability to:

- identify at least 2 problems and for each one:
  - use a different RCA tool to determine root cause
  - identify and apply a quick fix
  - recommend a permanent solution
- implement permanent solution to at least one problem and monitor the impact of solution.
-

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- methodology of root cause analysis, including:
  - difference between quick fix and root cause elimination
  - breaking of causal tree
- indicators of problems and variances to normal operation
- application of analysis tools including at least three of the following:
  - Pareto charts
  - 5 Whys
  - Cause and effect diagrams
  - Control charts or run charts
  - Tree diagrams
  - 4W analysis.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:

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- data and information on problems to be analysed
- modelling of industry operating conditions.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403010 Facilitate change in an organisation implementing competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS403010A Facilitate change in an organisation implementing competitive systems and practices

Application

This unit of competency covers the skills and knowledge required by individuals responsible for facilitating change processes in an organisation implementing competitive operational practices.

This unit applies to individuals who facilitate the change process resulting from implementing one or more competitive systems or practices. This implementation may also be associated with other changes, such as the introduction of new products, processes or equipment. The unit will usually apply to individuals whose responsibility is at the team, area or section level rather than the whole organisation. The responsibility may be formally designated or be informal, as in mentoring and assisting fellow employees.

This unit assumes that consultation and agreement on the implementation of the competitive systems and practices and other associated changes has already occurred and the nature and extent of the change has been agreed.

This unit does not cover the negotiation of change in a formal industrial relations sense but does cover the skills needed to identify real or potential change implementation issues, including those that may need to be referred to formal consultation and/or dispute settlement procedures.

This unit has a strong emphasis on planning, encouraging and facilitating in a changing environment within the organisation, including using appropriate communication, teamwork, problem solving, initiative and self-management.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

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Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Define nature and impact of change for designated area and processes**	1.1	Identify the organisation's aims and objectives for the competitive systems and practices techniques related to the change process.
		1.2	Identify opportunities for implementation of change within work area.
		1.3	Determine impacts of change for work area, including potential benefits and impacts on own work and work of fellow employees.
2	**Identify key performance indicators (KPIs)**	2.1	Liaise, where required, with managers, engineers and other staff responsible for designing and/or implementing change.
		2.2	Identify KPIs for own work responsibility and that of the work area.
		2.3	Communicate KPIs to fellow employees.
		2.4	Check that data collection and processing are appropriate for KPIs.
		2.5	Raise and resolve issues related to KPIs with relevant personnel.
3	**Liaise with key stakeholders**	3.1	Identify key stakeholders impacted by the change.
		3.2	Communicate with key stakeholders within scope of authority.

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		3.3	Identify and address issues and concerns of each stakeholder if within scope of authority.
		3.4	Develop and/or locate information required to address key concerns.
		3.5	Refer issues and concerns outside of scope of authority to appropriate personnel.
4	**Develop a strategy to help implement change**	4.1	Identify or develop a work plan for implementing change.
		4.2	Make information required to support change available to team members.
		4.3	Communicate/circulate draft work plan to other employees in work area, supervisors, technical experts and other appropriate personnel for comment.
		4.4	Assess suggested changes and incorporate into work plan, where appropriate.
5	**Implement change**	5.1	Obtain authorisation to commence change implementation in accordance with organisation procedures.
		5.2	Implement change in accordance with work plan and organisational work health and safety (WHS) and consultation procedures.
6	**Monitor implementation of change**	6.1	Maintain open communication channels with all stakeholders during implementation.
		6.2	Monitor KPIs during implementation.
		6.3	Encourage and facilitate improvement suggestions of team members.
		6.4	Identify areas requiring improvement in change implementation.
		6.5	Make improvements to implementation according to organisation procedures.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Work plan for change includes one or more of:	• timetables • KPIs • training needs • WHS implications • contingency plans

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	• responsibilities with team members and senior managers, engineers and other staff responsible for designing and/or implementing change.
Issues and concerns include one or more of:	• individual and group concerns • those expressed by and through industrial processes.
Gathering and monitoring performance data includes one or more of:	• manually by individual employees through charts, tally sheets or keypad/board entry • automatically through software, such as SCADA software, ERP systems, MRP and proprietary systems.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403010A Facilitate change in an organisation implementing competitive systems and practices

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403010 Facilitate change in an organisation implementing competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS403010A Facilitate change in an organisation implementing competitive systems and practices

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one (1) or more changes, to:

- identify competitive systems and practices in own workplace
- identify changes to own work and work area flowing from implementation of relevant competitive systems and practices
- consult with stakeholders regarding changes and issues
- develop a strategy to implement required changes
- make suggestions for improvements.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- features of competitive operational practices in own work area
- health, safety and environment (HSE) principles and requirements for area of responsibility
- change implementation procedures
- planning and implementation strategies
- employee assistance mechanisms within organisation.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency

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  - must include facilitating change in relation to the implementation of competitive operational practices in own work area
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

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MSS403011 Facilitate implementation of competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS403011A Facilitate implementation of competitive systems and practices

Application

This unit of competency covers the skills and knowledge required by individuals who facilitate, lead or mentor others in competitive systems and practices implementation in a work area.

This unit applies to people responsible for facilitating others in implementing competitive systems and practices in their work. It may apply to formally designated team leaders or people given special roles in the implementation process that go beyond their own work and which involve guiding, facilitating or mentoring others. The unit applies to competitive systems and practices implementation activities at the work area or section level.

The unit requires an individual to integrate a range of competitive systems and practices knowledge and skills as part of their role. The unit covers assisting others to understand and apply a holistic view of their job and their role within an organisation, including the objectives that must be met as part of competitive systems and practices used by the organisation.

This unit requires the application of skills associated with communication, teamwork, problem solving, initiative and enterprise, planning and organising, and self-management. This unit has a strong emphasis on planning and implementation, and also requires an ability to learn from experience and feed new information back into strategies to improve own performance and that of others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

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Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Facilitate the development of process and competitive systems and practices knowledge**	1.1	Ensure necessary technical documentation and information about the process and competitive systems and practices is available.
		1.2	Assist and mentor others in accessing information.
		1.3	Identify work activities which may inhibit the ongoing development of competitive systems and practices skills and knowledge of others.
		1.4	Arrange for the provision of workforce development and training for self and others, as appropriate.
		1.5	Encourage others to apply technical knowledge to the improvement process.
2	**Facilitate commitment to efficiency improvements**	2.1	Ensure budgets, operating procedures and other related documentation is available.
		2.2	Assist others to apply this information to their work responsibilities.
		2.3	Encourage the identification of waste.
		2.4	Encourage an environment where efficiency improvements are recommended by fellow employees.
3	**Encourage a competitive systems and**	3.1	Encourage and, where necessary, develop communications between specialists and work group members.

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	practices approach to work	3.2	Lead development of strategies to monitor and deal with identified waste issues.
		3.3	Resource and encourage other employees to identify and take action on potential problems.
		3.4	Arrange for workforce development and training for self and others, as required, in relevant competitive systems and practice procedures and techniques.
		3.5	Guide others in relating identified problems to the maintenance strategy, and developing any required changes, to ensure awareness, learning and commitment.
4	**Implement process and organisation improvements**	4.1	Plan the implementation of work group suggestions and externally suggested improvements.
		4.2	Facilitate commitment to, and involvement in, the implementation planning of improvements and to follow improvements to their conclusion.
		4.3	Encourage the application of the 'plan, do, measure, improve, control' approach to the job.
		4.4	Arrange for workforce development and training, as required, to facilitate continued involvement by others in improvement processes.
		4.5	Involve work group and other key personnel in identification of skill needs and means of skills acquisition to fill any identified gaps.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect

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performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Budgets include one or more of:	• financial • time • materials/products • other business plans which are relevant to the team and the work area.
Categories of waste include one or more of:	• excess production and early production • delays • movement and transport • poor process design • inventory • inefficient performance of a process • making defective items • activities which do not yield any benefit to the organisation or any benefit to the organisations customers.
Key reliability issues	• cleanliness

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include one or more of:	• poor lubrication • incorrect adjustment • poor training and instructions for employees.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403011A Facilitate implementation of competitive systems and practices

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403011 Facilitate implementation of competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS403011A Facilitate implementation of competitive systems and practices

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for three (3) or more organisation improvements which include the facilitation of competitive systems and practices, to:

- identify processes and products of the organisation and work area
- analyse future skill development needs of work group
- mentor effectively in a one-on-one situation
- facilitate communication between work group and external competitive systems and practices specialists and managers
- lead work group in identifying efficiency improvements and elimination of waste.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- information technology systems used in the organisation
- features of competitive operational practices in own work area
- monitoring and data gathering systems in work area (e.g. SCADA, ERP and MRP)
- methods of gathering data against key performance indicators (KPIs)
- facilitation techniques to encourage work group development and improvement.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency

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  - must include facilitation of competitive systems and practices implementation in own workplace
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403021 Facilitate a Just in Time system

Modification History

Release 1. Supersedes and is equivalent to MSS403021A Facilitate a Just in Time system

Application

This unit of competency covers the skills and knowledge required to facilitate the implementation/operation of a Just in Time (JIT)/kanban system in a team or work area.

This unit applies to a person who needs to monitor the operation of a JIT system and facilitate its working in a team or work area. This will involve liaison with stakeholders as well as examining the data generated and being alert to potential problems and areas for improvement.

This unit requires the application of skills associated with gathering, analysing and communicating information to facilitate implementation of the JIT system. It requires planning and organising skills and has a strong emphasis on communication and teamwork skills to ensure the JIT system is being effectively implemented. This unit also requires the ability to problem solve and take the initiative to consider performance issues and learn from experience to improve future performance.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.		demonstrate achievement of the element.	
1	**Monitor the operation of the JIT system**	1.1	Track value of key measures.
		1.2	Recognise indicators of poor performance.
		1.3	Take appropriate quick fix action.
2	**Liaise with relevant stakeholders**	2.1	Regularly communicate with team or work group members regarding the operation of the JIT system.
		2.2	Review JIT key performance indicators (KPIs) with team or work group members.
		2.3	Communicate with relevant personnel up and down the value stream regarding the operation of the JIT system.
		2.4	Identify issues with stakeholders and take appropriate quick fix action.
3	**Improve the JIT system**	3.1	Identify areas requiring improvement in the JIT system.
		3.2	Identify root cause of JIT-related problems.
		3.3	Review value of key measures.
		3.4	Recognise skill gaps in team members and other stakeholders.
		3.5	Determine any other issues in team or work group, other stakeholders and JIT system leading to poor performance indicators.
		3.6	Develop appropriate improvement solutions.
		3.7	Liaise with relevant people regarding improvement solutions.
		3.8	Implement and/or assist with the implementation of the solutions.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Key measures include one or more of:	• inventory levels • lead time • In Full, On Time and In Specification (IFOTIS) delivery • productivity/production rate • other measures of pull through the value stream • quality.

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Stages where value stream actions can occur include one or more of	• sales outlet/representative • information gathering, data analysis and research • product design • raw material sourcing • intermediate processing • final assembler/collation/preparation • support services (e.g. accounting, finance and legal) • storage and delivery to customer • after market support.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403021A Facilitate a Just in Time system

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403021 Facilitate a Just in Time system

Modification History

Release 1. Supersedes and is equivalent to MSS403021A Facilitate a Just in Time system

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for three (3) or more JIT related improvements, to:

- identify the JIT system and practices used in own work area
- identify and monitor JIT key measures
- solve JIT-related problems to root cause
- communicate effectively with stakeholders
- facilitate and monitor JIT-related changes to operations and practices.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- JIT methods relevant to own work area
- production data generated by the process and its application to JIT
- methods of gathering data against key performance indicators (KPIs)
- facilitation techniques to encourage work group development and improvement.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include facilitating the implementation of a Just in Time (JIT) system in in own workplace
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.

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- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403023 Monitor a levelled pull system of operations

Modification History

Release 1. Supersedes and is equivalent to MSS403023A Monitor a levelled pull system of operations

Application

This unit of competency covers the skills and knowledge required to monitor the operation of a pull system in a work area and recommend improvements.

This unit covers the skills needed to monitor a pull operations system in a work area or team operation although knowledge of the overall pull system in the enterprise is also required. The unit is targeted at individuals, such as team leaders and senior operators, who have an overview of the work area or team operation and the ability to implement corrective action in the event of discrepancies.

The unit covers the skills needed to monitor daily working of the system, identify problems and take action on problems. The operations system may be a total demand pull system or it may be a mixed push/pull system.

This unit primarily requires the application of skills associated with using information and problem solving skills to monitor pull system and analyse discrepancies. It also requires skills in initiative and enterprise, and planning and organising to determine and act on opportunities for improvement. Aspects of self-management and learning are required to ensure own ability to improve systems.

The unit is based on manufacturing principles but can be contextualised for other types of organisations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

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Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Monitor the pull system**	1.1	Identify the pacemaker process.
		1.2	Identify rate of production set by the pull system.
		1.3	Determine actual rate of production at key parts of the process.
		1.4	Identify types of inventories within process.
		1.5	Compare actual inventories with planned inventories.
		1.6	Note discrepancies between actual and planned rates and inventories.
2	**Take corrective action**	2.1	Determine causes of discrepancies.
		2.2	Determine action required to rectify causes of discrepancies.
		2.3	Take action in conjunction with relevant stakeholders.
3	**Test/improve the pull system**	3.1	Identify recurrent discrepancies.
		3.2	Determine causes of discrepancies.
		3.3	Determine action required to rectify cause.
		3.4	Identify unnecessary levels of inventories.
		3.5	Discuss impacts of reduced inventories with relevant stakeholders.
		3.6	Take/initiate action to rectify recurrent discrepancies/reduce levels of unnecessary inventory.

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3.7 Monitor the system to determine the effects of changes.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Pull system includes one or more of:	• operations done to order and not for holding large inventories of parts and completed stock • work flow done according to demand pull from the next work

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	stage • operations in response to customer demand.
Production used in a manufacturing sense includes one or more of:	• repetitive production of items (e.g. components and whitegoods) • continuous or batch production (e.g. hydrocarbons, chemicals and cement).
Types of inventories include one or more of:	• cycle stock which reflects the replenishment quantity and frequency • buffer stock to meet demand variability and forecast errors • safety stock required to guard against quality and delivery failures upstream.
Determine cause for an individual/team leader includes one or more of:	• analysing cause themselves • identifying that expert analysis is required and requesting this analysis • setting up an improvement team to analyse cause • identifying that the cause of the discrepancy is upstream or downstream of the team or area.
Stakeholders include one or more of:	• managers • supervisors • employees • shareholders • worke health and safety (WHS) mechanisms/representatives • industrial relations mechanisms/representatives • suppliers • customers • service providers.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403023A Monitor a levelled pull system of operations

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403023 Monitor a levelled pull system of operations

Modification History

Release 1. Supersedes and is equivalent to MSS403023A Monitor a levelled pull system of operations

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for three (3) or more monitored discrepancies/problems, to:

- identify the demand pull system used in own work area
- identify pacemaker process
- identify types of inventories used by team or work area
- determine actions to rectify discrepancies between actual and planned rates of production
- facilitate and monitor changes to rectify discrepancies.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- operation and capabilities of equipment used in own work area
- abilities and skills of personnel in work area
- ultimate customer order process and relationship to demand pull for team or work area
- inventories held by enterprise
- stakeholders relevant to team or work area
- possible actions available to address discrepancies

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include monitoring the operation of a pull system in own workplace

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    - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
    - relevant VET or other qualification/Statement of Attainment AND/OR
    - relevant workplace experience
- Currency can be demonstrated through:
    - performing the competency being assessed as part of current employment OR
    - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403032 Analyse manual handling processes

Modification History

Release 1. Supersedes and is equivalent to MSS403032A Analyse manual handling processes

Application

This unit of competency covers the skills and knowledge required to analyse manual handling in terms of its efficiency and safety.

This unit applies to an individual who is required to examine the manual handling component of a job and improve it in terms of safety, effort required and efficiency. This may be conducted for a job performed by others or it may be for the person's own job.

This unit primarily requires the application of skills associated with problem solving, initiative and enterprise to identify safe and efficient manual handling, and planning and organising to ensure processes are implemented. This unit also requires communication with, and involvement of, others to ensure they understand the approach and to facilitate training.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Assess manual**	1.1	Identify manual handling hazards in work area.

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	handling risks	1.2	Assess risks arising from manual handling hazards.
2	**Analyse physical effort requirements of job**	2.1	Determine basic manual handling requirements of job.
		2.2	Analyse requirements in terms of components, such as lift, move, place and hold.
		2.3	Analyse items to be handled in terms such as weight, size, shape or other hazards.
3	**Determine time/effort components of physical effort**	3.1	Break required movement pattern down into movement components.
		3.2	Determine time and effort requirements for movements.
		3.3	Develop alternative movement patterns.
		3.4	Determine time and effort requirements for alternative movements.
		3.5	Determine handling aids required to assist movement.
		3.6	Determine preferred movement pattern.
4	**Analyse the ergonomics of physical effort**	4.1	Analyse the ergonomics of the preferred movement pattern.
		4.2	Develop substitute movements for any movement which is not ergonomically sound.
		4.3	Determine handling aids required to improve ergonomics of required movements.
5	**Optimise application of physical effort**	5.1	Select movement patterns which are ergonomically sound and time and effort efficient.
		5.2	Ensure all relevant people are trained to use these methods.
		5.3	Ensure procedures and practices reflect the optimum methods.

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5.4 Communicate with team members and involve them in development of alternatives to ensure awareness and facilitate learning.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Procedures (written,	• work instructions

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verbal, visual, computer based, etc.) include one or more of:	• standard operating procedures (SOPs) • safe work method statements • formulas/recipes • batch sheets • temporary instructions • any similar instructions provided for the smooth running of the plant.
Manual handling hazards include one or more of	• loads that pose a risk of injury • ergonomically unsound movements • hazard requirements as defined by relevant work health and safety (WHS) Acts and regulations, industry standards and best practice.
Ergonomically unsound movements include one or more of	• awkward and repetitive movements • carrying, pushing, pulling or lifting of heavy loads • carrying or movement of hard, sharp, slippery or other difficult to grasp loads.
Ergonomically sound movements include one or more of	• keeping loads close to the body and near the person's centre of gravity • using diagonal foot positions for lifting • moving loads at waist height rather than directly from the floor.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403032A Analyse manual handling processes

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403032 Analyse manual handling processes

Modification History

Release 1. Supersedes and is equivalent to MSS403032A Analyse manual handling processes

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for at least (1) one job/process, to:

- analyse manual handling requirements and risks
- distinguish between ergonomically sound and unsound movement
- analyse manual handling movements and risks for an individual
- relate manual handling requirements to job efficiency.

Knowledge Evidence

- Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:
- principles of ergonomics/safe movement
- principles of work analysis
- relevant work health and safety (WHS) Acts and regulations as they apply to manual handling
- principles of job and work method design as applied to efficient and safe movement
- aids that can assist with or substitute for manual handling.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include analysing manual handling processes in own workplace

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    - will typically include the use of appropriate manual handling guides, tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
    - relevant VET or other qualification/Statement of Attainment AND/OR
    - relevant workplace experience
- Currency can be demonstrated through:
    - performing the competency being assessed as part of current employment OR
    - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403040 Facilitate and improve implementation of 5S

Modification History

Release 1. Supersedes and is equivalent to MSS403040A Facilitate and improve implementation of 5S

Application

This unit of competency covers the skills and knowledge required by an individual to facilitate the implementation and improvement of the 5S by self and others in a team or work area. The facilitation may be undertaken by formally designated supervisory staff, such as team leaders or other individuals in a competitive systems and practices implementation role, who need to provide support and encouragement to others to facilitate the achievement of 5S outcomes in the workplace.

This unit requires the application of skills associated with communication, teamwork, problem solving, initiative and enterprise, planning and organising, and self-management in order to provide leadership in a 5S environment. This unit has a strong emphasis on planning and change management, but also requires an ability to learn from experience and feed new information back into strategies to improve performance.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Facilitate the set-up of 5S**	1.1	Assist others to determine what are necessary and unnecessary items in the work area.
		1.2	Assist others to determine optimum assigned location for all necessary items.
		1.3	Liaise with relevant production and work health and safety (WHS) personnel in determining optimum locations.
		1.4	Assist others to determine optimum location for unnecessary items.
		1.5	Assist others to determine 5S schedule.
		1.6	Assist others to achieve the required level of skill.
2	**Facilitate the implementation of 5S**	2.1	Ensure procedures reflect 5S practices.
		2.2	Assess skill base of team or work group members in 5S and arrange for any required training.
		2.3	Ensure that any damage and/or safety risks reported by the team or work group are addressed through correct mechanisms.
3	**Monitor 5S**	3.1	Check work area for 5S implementation as part of normal routine.
		3.2	Identify non-conformances.
		3.3	Negotiate solutions to non-conformances.
4	**Improve 5S**	4.1	Work with others to find areas for improvement.
		4.2	Assist others to develop improvement solutions.
		4.3	Facilitate the availability of resources required for the improvement solution.
		4.4	Facilitate the implementation of the improvement solution.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Procedures (written, verbal, visual, computer based, etc.) include one or more of:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

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5S includes all of:

- sort
- set in order
- shine
- standardise
- sustain.

Sort includes all of:

- separating necessary from unnecessary items (equipment and supplies)
- keeping only what is absolutely necessary for the work processes that comprise the job
- disposing of (or relocating) all other items.

Set in order includes all of:

- assigning required equipment and materials appropriate locations in the work area
- consideration of frequency of use, ergonomics and WHS
- provision of facilities to maintain the locations.

Shine includes one or more of:

- keeping the work area clean at all times which should be carried out to a regular daily schedule against allowed time, usually at the end of the day or of a particular process
- keeping work area, including virtual work area, organised
- noting any signs of wear, damage, leakage, safety risks or other issues that require immediate attention.

Standardising includes one or more of:

- activities that help maintain the order and the 5S standards
- using procedures and checklists developed from a procedure.

Sustain includes one or more of:

- making sure that daily activities are completed every day regardless of circumstance
- undertaking inspections, including:
  - informal inspections that should be carried often, at least weekly
  - formal inspections that should be carried out at least monthly.

Items in work area include one or more of:

- office supplies
- materials
- paperwork

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	• furniture • storage systems and cabinets • lighting, wiring, plumbing and other services designed to support a working environment in the office • manuals • personal items (e.g. bags, phones, lunch boxes, clothing, photos and ornaments) • safety and personal protective equipment • any other item which happens to be in the work area.
Teams include one or more of:	• formal teams • informal teams • people working in the same area.
Target work area may be a physical and/or virtual workspace and includes one or more of:	• used by a person, a team or a cross-functional group • common to part/s of a process or value stream (already defined) • shared by people who undertake a defined procedure or set of procedures • needed to support a particular function.
Appropriate places include areas designated for one or more of:	• recycling • rubbish removal • staff room/lunch room/kitchen • office supplies, filing and other storage • functions, such as printing/copying • holding until status is confirmed.
Optimum assigned location includes:	• making changes to the layout of furniture, equipment and personnel in order to facilitate the smooth and continuous flow of work through process steps taking into account WHS considerations.
Non-conformance includes:	• incorrect or incomplete application of 5S procedures, including any daily tasks, scheduled inspections and continuous improvement procedures.

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403040A Facilitate and improve implementation of 5S

Links

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Assessment Requirements for MSS403040 Facilitate and improve implementation of 5S

Modification History

Release 1. Supersedes and is equivalent to MSS403040A Facilitate and improve implementation of 5S

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, in one (1) or more allocated areas, to:

- identify the scope of the services and/or functions supplied to and by the team or work area and the deliverables expected by customers, including the ultimate customer
- facilitate a systematic approach to implementing 5S
- lead and motivate others in achieving 5S outcomes and making improvements to the 5S systems
- set up systems for monitoring and improving 5S implementation
- manage non-conformances in implementation of 5S.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- principles and purpose of 5S
- methods of identifying waste in the work area, such as:
  - waste walk
  - document tagging
  - tracking/log sheets
  - spaghetti diagrams
  - existing information technology and enterprise resource systems (e.g. SCADA, ERP and MRP)
- methods of identifying and evaluating options
- work health and safety (WHS) requirements relevant to team and work areas
- processes for identifying and addressing skill gaps.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:

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  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the implementation of 5S procedures in a work area where 5S has not previously been undertaken, or, demonstration of improving 5S application in a work area that has already undergone prior 5S procedures
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations. Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403054 Facilitate breakthrough improvements

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Foundation skills information added. Assessment requirements changed. Supersedes and is equivalent to MSS403041 Facilitate breakthrough improvements.

Application

This unit describes the skills and knowledge to facilitate implementation of discrete targeted improvement activities to achieve breakthrough improvements in selected processes, operations or products. The unit also covers ensuring that the improvements are sustained. The process of achieving breakthrough improvements is often called kaizen blitz in lean terminology. Typically, this approach is used for improvements in areas of waste identified through value stream mapping.

This unit applies to team leaders and others who are providing guidance and support to assist a team of employees to identify improvements that can be implemented to operations, processes or products in a brief intensive project.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Prepare for improvement event	1.1	Engage team members in the improvement event
	1.2	Identify process or processes to be targeted in the improvement event

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	1.3	Assist team members to identify how their own roles contribute to value to the customer
	1.4	Assist team to identify the boundaries of the event, including imposed exclusions
	1.5	Identify key process indicators and other information required for improvement event
	1.6	Identify skill needs for personnel engaged in breakthrough improvement event and arrange for required training
	1.7	Establish communication processes with sponsor and stakeholders
2. Identify improvements	2.1	Assist team to review current processes, operations or products and identify options for radical improvements
	2.2	Facilitate team and personnel to evaluate the options and agree on improvements to be made
	2.3	Encourage and assist team and personnel to plan the activities and identify metrics to be monitored
	2.4	Facilitate allocation of resources and strategies to manage impact on routine work
3. Facilitate the event	3.1	Assist team to gather baseline data on the selected metrics
	3.2	Assist team to identify and address barriers to making the improvements
	3.3	Monitor team dynamics and facilitate team focus and cooperation
	3.4	Liaise with sponsor to communicate progress and maintain their support
4. Evaluate improvements	4.1	Assist team to gather and interpret data on the metrics
	4.2	Facilitate team activities to evaluate the outcomes of the event
	4.3	Identify causes for areas of poor performance from changes and identify changes to address them
	4.4	Report to sponsor and stakeholders on the outcomes of the event

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5. Embed improvements	5.1	Establish mechanisms to ensure new systems and practices are communicated to relevant personnel
	5.2	Motivate team to apply the new systems and practices and sustain improvements
	5.3	Ensure the new systems and practices are reflected in procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Oral communication to effectively guide and assist personnel.

Other foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS403041 Facilitate breakthrough improvements.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403054 Facilitate breakthrough improvements

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Foundation skills information added. Assessment requirements changed. Supersedes and is equivalent to MSS403041 Facilitate breakthrough improvements.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- facilitated at least 1 breakthrough improvement event, including:
  - leading and motivating at least 1 of the following types of teams in planning, implementing and sustaining improvements:
    - a permanent formally identified team
    - a sub-group of a team
    - a formally designated team
    - an informal group of employees
    - stakeholders or specially established group brought together for the breakthrough improvement event.
    -

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- how organisation operations and processes contribute to the value stream
- types of waste (muda)
- imposed exclusions
- methods of identifying and evaluating options
- work health and safety (WHS) requirements relevant to facilitating breakthrough improvements.

Assessment Conditions

- Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403085 Ensure process improvements are sustained

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge required to ensure that the gains which have been made by using improved methods, processes and/or equipment are sustained as the new baseline or standard for an area of work and so prevent regression to former practices, or digression to less efficient practices.

This unit applies to individuals working in a team or work area who have already implemented competitive systems and practices related improvements in their own work and who must work effectively with others implementing competitive systems and practices to ensure that performance improvement gains are sustained.

The unit applies to team leaders, senior operators, technicians or tradespeople who are required to mentor others and integrate the application of their technical skills with the implementation of competitive systems and practices in an organisation. Employees will be required to problem solve, show initiative, plan, organise and manage own output and development.

The unit applies to all areas of an organisation, including production, maintenance, logistics and office functions.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Examine previous improvements**	1.1	Identify impact of previous process improvements to systems, equipment, operations or products in work area
		1.2	Identify previous improvements that have not met objectives
2	**Ensure corrective actions are implemented**	2.1	Identify corrective actions that can be taken on process improvements that have not met objectives
		2.2	Liaise with relevant people associated with the anticipated corrective action
		2.3	Obtain any required approvals
		2.4	Arrange for the supply of resources
		2.5	Check impacts of corrective action on work health and safety (WHS), quality and environmental systems in work area and take action in accordance with procedures
		2.6	Check that self and others in team or work area have required skills for corrective actions
		2.7	Monitor implementation of corrective action
		2.8	Make required adjustments
3	**Verify systems support improvement**	3.1	Verify procedures reflect improvements
		3.2	Check that training and assessment activities in team or work area reflect improvements
		3.3	Liaise with relevant people to ensure their support of the new or modified system/s
4	**Audit the change**	4.1	Determine an audit period or cycle
		4.2	Agree measures and indicators for the improvement

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	4.3 Measure performance at agreed times using agreed measures
	4.4 Investigate causes of under-performance
	4.5 Take corrective action to improve performance
	4.6 Re-audit the improvement on an agreed basis

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403002 Ensure process improvements are sustained.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403085 Ensure process improvements are sustained

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- identified at least 1 previous improvement that has not met objectives and identified and implemented actions to correct this without adverse impact on other areas
- conducted at least 1 audit to measure the improvement from the change.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- muda and its causes
- processes and procedures for the organisation relevant to the work area
- sustaining approaches, including poka yoke, baka yoke
- measures of performance relevant to the work area and the improvement.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403087 Mistake proof an operational process

Modification History

Release 1. Updated unit code. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge to analyse a process that a team is responsible for and determine methods of mistake proofing it. This includes determining, implementing and sustaining improvement activities.

The person will typically be a technical expert, team leader or be in a role where they have sufficient technical understanding of processes in their own work and that of others to be able to mistake proof the production process in their area.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Analyse process**	1.1	Identify sources of variability and non-conformance in the process
		1.2	Identify critical control points in process
		1.3	Analyse causes of variability and non-conformance

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
2	**Develop preventative options**	2.1	Liaise with team members and other people to develop mistake proof options for performing operation
		2.2	Test and validate mistake proofing options
3	**Implement permanent fix**	3.1	Liaise with relevant people to have systems and procedures changed to implement solution
		3.2	Liaise with relevant people to implement the solution
		3.3	Liaise with relevant people to ensure self and others in the team or work area have appropriate skills
		3.4	Follow through to ensure implementation occurs
4	**Monitor implementation**	4.1	Critically observe the implementation
		4.2	Compare the results of the implementation against the expected outcomes
		4.3	Modify solution to improve outcomes
		4.4	Confirm procedures reflect change
		4.5	Confirm training and assessment reflects change
		4.6	Audit change at agreed period or cycle
		4.7	Address any observed deviation
5	**Seek improvements**	5.1	Observe and monitor changes
		5.2	Analyse process again to ensure improvements are sustained

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403051 Mistake proof an operational process.

Links

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Assessment Requirements for MSS403087 Mistake proof an operational process

Modification History

Release 1. Updated unit code. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- mistake proofed (applied baka yoke or poka yoke) to at least 1 operational process.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- baka yoke and poka yoke approaches
- factors causing variability in the process and methods of controlling it
- error causes and control options
- cost benefit analysis, feasibility, regulatory compliance and perceived value to the customer
- validation of baka yoke and poka yoke proposals.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS404053 Use DMAIC techniques

Modification History

Release 1. Supersedes and is equivalent to MSS404053A Use six sigma techniques

Application

This unit of competency covers the skills and knowledge required to apply the Define, Measure, Analyse, Improve, and Control and standardise (DMAIC) to improve quality, cost and delivery in operations and other supporting processes in the workplace. This will be undertaken with other members of the process team.

This unit requires the application of skills associated with using information, problem solving, initiative, enterprise, planning and organising in order to identify an area requiring improvement and develop a measured process to make improvements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify an area requiring improvement**	1.1	Identify customer needs from process.
		1.2	Identify customer benefits delivered by process.
		1.3	Identify areas requiring improvement.

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2	**Apply DMAIC process**	2.1	Define improvement project.
		2.2	Acquire required measurements/data.
		2.3	Analyse data and determine possible process improvements.
		2.4	Develop and test improvement solutions.
		2.5	Control and standardise the improvement.
3	**Review and confirm improvement**	3.1	Determine and document benefits.
		3.2	Ensure procedures and other relevant documentation is updated for improved procedure.
		3.3	Review process data after an appropriate period and confirm the improvement.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems ,including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations

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	control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
DMAIC includes all of:	• define • measure • analyse • improve • control and standardise.
Define improvement project includes all of:	• 'as is' process map • defining benefits from the project • problem statement • goal statement • project scope.
Measurement includes one or more of:	• identification of key measures/attributes • sampling schedule for project • variations and limits.
Analyse includes one or more of:	• statistical analysis of data • root cause analysis • use of various problem solving/analysis tools.
Improvement includes one or more of:	• generation and testing of improvements • selection of appropriate improvements.
Control and	• documenting

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standardise includes one or more of:
- transferring ownership of improved process.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS404053A Use six sigma techniques

Links

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Assessment Requirements for MSS404053 Use DMAIC techniques

Modification History

Release 1. Supersedes and is equivalent to MSS404053A Use six sigma techniques

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability on one (1) or more occasions to:

- identify a required improvement
- apply DMAIC to that improvement
- confirm the improvement has occurred.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- methods of identifying customer needs and benefits
- methods of identifying areas requiring improvement
- DMAIC processes
- methods of confirming benefits and improvements.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real DMAIC approach to a workplace improvement.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS404054 Apply statistics to operational processes

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS404052 Apply statistics to operational processes.

Application

This unit describes the skills and knowledge required to gather and analyse process data to support the control of processes and operations. It includes interpretation of sampling procedures, frequency distributions, random and non- random variations in data/control charts; use of control limits to determine whether monitored processes are in control; and communicating this information to others.

This unit applies to a person working in an organisation applying statistical process control on processes or operations. The statistical process control will usually be used to monitor the processes or operations and determine when action needs to be taken. The appropriate action will then be taken in accordance with standard procedures.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Collect process data	1.1	Read and interpret sampling scheme
	1.2	Obtain measurements in accordance with standard sampling procedures

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	1.3	Handle data in accordance with procedures
2. Interpret data	2.1	Plot data on control chart
	2.2	Identify random and non-random patterns of results
	2.3	Identify results outside the control limits
	2.4	Identify situations requiring action
	2.5	Take action in accordance with procedures
	2.6	Calculate cost of non-conformance
3. Calculate control limits	3.1	Consult stakeholders to determine appropriate limits
	3.2	Calculate and revise control limits
	3.3	Plot limits on control chart and complete all records in accordance with procedures
	3.4	Explain impact of limit to stakeholders

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS404052 Apply statistics to operational processes.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS404054 Apply statistics to operational processes

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS404052 Apply statistics to operational processes.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- gathered, analysed and interpreted process data to monitor and control at least 2 operational processes.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- purpose of sampling and measurement
- sampling methods to be used
- methods of calculating mean and standard deviation and their purpose in statistical control
- concept of limits, including 1, 2, 3 and 6 sigma limits
- types of control charts and their applications to different types of process and product and for different purposes
- process causes of variation and typical cause types of non-random variation
- non-process causes of variation
- stable and unstable processes
- causes of stability and instability in the process
- calculation of control limits and process capability and the applications of different control limits
- standard distribution curve and confidence limits.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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MSS404060 Facilitate the use of planning software systems in a work area or team

Modification History

Release 1. Supersedes and is equivalent to MSS404060A Facilitate the use of planning software systems in a work area or team

Application

This unit of competency covers the skills and knowledge required to facilitate the use of planning software in an organisation in an individual's work area or team. These systems are known by various generic names, such as Enterprise Resource Planning (ERP), Materials Resource Planning (MRPII, MRP III etc.) or by proprietary names.

This unit applies to an individual who will access the planning software system for their own work, but will also need to provide support and organise skill development programs for their team or work group members. The individual will typically be a technical expert, team leader or be in a role where they have sufficient technical understanding of processes in their own work and that of others to be able to facilitate the use of the planning software system. The planning software system will be used routinely in the work of the team or work group.

This unit primarily requires the application of skills associated with using communication technology and supporting team use of planning software. Problem solving, initiative and enterprise, and planning and organisational skills are required to ensure that planning software is used efficiently. This requires aspects of learning and self-management to ensure own performance and that of the team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify scope of planning software**	1.1	Identify categories of information held by planning software.
		1.2	Identify information categories relevant to team and area processes.
		1.3	Identify range of information able to be provided to planning software by team or work group.
		1.4	Identify range of information able to be provided to team or work group by planning software.
2	**Communicate using the planning software system**	2.1	Send and receive information using planning software.
		2.2	Send and receive messages using planning software.
3	**Make decisions using planning software**	3.1	Interrogate the planning software system to find required current, historical or predicted information.
		3.2	Take actions appropriate to the information in accordance with procedures.
4	**Monitor the use of planning software**	4.1	Routinely monitor planning software information.
		4.2	Review performance and use of planning software with team.
5	**Support others to use planning software**	5.1	Regularly communicate with team or other work group members, both using planning software and face to face.
		5.2	Identify improvements required.
		5.3	Take action to implement improvements in accordance with procedures.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Planning software integrates a range of business information including one or	• sales/order taking • finance/accounting • logistics • maintenance • human resources

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more of:	• production.
Information and message categories include one or more of:	• orders • production/operations processes • scheduling (e.g. daily/weekly) • finance and accounting • human resources (e.g. rosters, reserves, training completed and scheduled) • quality requirements • customers • suppliers.
Stages where value stream actions occur include one or more of:	• sales outlet/representative • information gathering, data analysis and research • product design • raw material sourcing • intermediate processing • final assembler/collation/preparation • support services (e.g. accounting, finance and legal) • storage and delivery to customer • after market support.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS404060A Facilitate the use of planning software systems in a work area or team

Links

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Assessment Requirements for MSS404060 Facilitate the use of planning software systems in a work area or team

Modification History

Release 1. Supersedes and is equivalent to MSS404060A Facilitate the use of planning software systems in a work area or team

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, to facilitate and/or provide support on three (3) or more occasions, to:

- identify team or work group area information requirements and relate to planning software categories
- lead and motivate others in using planning software
- ensure information sent to planning software is accurate and appropriate
- obtain regular and one-off information from planning software
- make decisions using planning software generated information.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- hierarchy of planning software system and operation
- information available from/through the planning software system
- query facilities and information analysis capabilities offered by planning software
- support/training/skill development mechanisms available for access by team members.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include facilitating and/or support for teams or work groups using planning software systems in own workplace

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  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS404061 Facilitate the use of SCADA systems in a team or work area

Modification History

Release 1. Supersedes and is equivalent to MSS404061A Facilitate the use of SCADA systems in a team or work area

Application

This unit of competency covers the skills and knowledge required by a team leader or technical expert to personally use and facilitate the use of System Control and Data Acquisition (SCADA), or other similar systems, and support the team in their use of SCADA.

This unit applies to individuals who will access the SCADA system for their own work, but will also need to provide support and organise skill development programs for their team members. It is also relevant to maintenance personnel using a SCADA system to coordinate maintenance activities.

This unit primarily requires the application of skills associated with using communication technology and supporting team use of SCADA systems. Problem solving, initiative and enterprise, and planning and organisational skills are required to ensure the system is used efficiently.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify scope of SCADA system**	1.1	Identify categories of information held in and control options of SCADA system relevant to team or area.
		1.2	Identify range of information able to be provided to SCADA system by team.
		1.3	Identify range of information able to be provided to team by SCADA system.
		1.4	Identify team or area functions impacted by SCADA system.
2	**Communicate using SCADA system**	2.1	Send and receive information using SCADA.
		2.2	Send and receive messages using SCADA.
3	**Make decisions using SCADA**	3.1	Interrogate the SCADA system to find required current, historical or predicted information.
		3.2	Take actions appropriate to the information.
4	**Monitor the use of SCADA**	4.1	Routinely monitor SCADA information.
		4.2	Identify poor uses of SCADA system within team and system inadequacies.
		4.3	Identify system improvements required.
		4.4	Take action to improve SCADA system and its use.
5	**Support team use of SCADA**	5.1	Regularly communicate with team, both using SCADA-based communication and face to face.
		5.2	Identify skill improvement needs.
		5.3	Identify team members who require additional support.

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5.4 Take action to provide support according to procedures.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.

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Stages where value stream actions occur include one or more of:	• sales outlet/representative • information gathering, data analysis and research • product design • raw material sourcing • intermediate processing • final assembler/collation/preparation • support services (e.g. accounting, finance and legal) • storage and delivery to customer • after market support.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS404061A Facilitate the use of SCADA systems in a team or work area

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS404061 Facilitate the use of SCADA systems in a team or work area

Modification History

Release 1. Supersedes and is equivalent to MSS404061A Facilitate the use of SCADA systems in a team or work area

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, to facilitate and/or provide support on three (3) or more occasions, to:

- identify team or area information and operations requirements and relate to SCADA system
- lead and motivate others in using SCADA system
- obtain regular and one-off information from SCADA system
- make decisions using SCADA generated information.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- hierarchy of SCADA system and operation
- information available from and controls exercised by/through the SCADA system
- query, control and other facilities and information offered by SCADA
- support/training/skill development mechanisms available for access by team members.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include facilitating and/or support for teams or work groups using SCADA systems in own workplace

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  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS404084 Undertake process capability improvements

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge required to make process capability improvements, including analysing data from the process, developing improvements to eliminate variation due to assignable causes and then implementing actions.

This unit applies to a person who reviews a range of process capability data and information and makes (or arranges for) changes to be made to procedures, equipment or process and then recalculates the process capability and monitors resulting improvement actions. The person will typically be a technical expert, team leader or be in a role where they have sufficient technical understanding of processes in their own work and that of others to be able to suggest and justify process capability improvements.

Process capability may have been determined using either a six sigma or three sigma processes. This unit applies to the application of statistical methods and the determination of capability based on those methods.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Obtain required**	1.1	Identify process for study

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	data	1.2	Obtain or organise process to obtain required data and information
2	**Analyse information**	2.1	Read and interpret data and determine assignable causes
		2.2	Develop possible improvements to eliminate assignable causes
		2.3	Develop process improvement proposals
3	**Improve process capability**	3.1	Obtain required authorisations to implement improvements
		3.2	Liaise with relevant people to implement improvements
		3.3	Obtain or organise required data for improved process
		3.4	Recalculate process capability
		3.5	Implement revised data collection and processing and new capability information
		3.6	Monitor improvement actions and adjust

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS404050 Undertake process capability improvements.

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Assessment Requirements for MSS404084 Undertake process capability improvements

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- planned and implemented at least 1 process capability improvement.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- data collection and manipulation techniques
- variability, normal distribution and three and six sigma limits
- type of variations:
  - random variation (no assignable cause)
  - non-random variation (which has an assignable cause).
- causes of non-random variation in the process
- approaches to reducing variability.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS404085 Undertake proactive maintenance analyses

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS404081 Undertake proactive maintenance analyses.

Application

This unit describes the skills and knowledge required to undertake the most common forms of analyses associated with predictive/preventative/reliability centred maintenance strategies.

This unit applies to a technical expert (usually an engineer, technician or tradesperson) who is required to undertake analyses for predictive, preventative and/or reliability centred maintenance of plant/equipment as part of a competitive systems and practices strategy. This includes undertaking a failure effects analysis in accordance with organisation's procedures.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Liaise with operator	1.1	Establish a relationship with the operator of equipment
	1.2	Check the operator has the required skills and resources to keep the equipment clean
	1.3	Check the operator can monitor the operation of the equipment

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	1.4	Communicate with operator about the overall equipment effectiveness (OEE) of equipment
	1.5	Involve operator, team leader and key personnel in identification of skill needs and means of skill acquisition to fill any identified gaps
2. Analyse history	2.1	Read maintenance records and analyse mean time between failures (MTBF)
	2.2	Read and analyse performance data of the equipment
	2.3	Identify causes of changes to historic trends and status
	2.4	Determine methods of ensuring causes of improvements and resolution of deterioration are locked in
3. Undertake failure effects analysis	3.1	Undertake analysis of failure effects and causes and record results
	3.2	Investigate methods of eliminating possibility of failure and minimising probability of failure
	3.3	Investigate methods of minimising the impact when failure cannot be eliminated
	3.4	Liaise with operator, team leader and key personnel regarding solutions
	3.5	Select and implement solutions
4. Undertake condition monitoring analysis	4.1	Obtain data for condition monitoring analysis
	4.2	Read and interpret condition monitoring data
	4.3	Predict required maintenance type and timing from condition monitoring data
	4.4	Liaise with operator, team leader and key personnel regarding implications of condition monitoring report
	4.5	Involve team members in development of changes to maintenance strategy to ensure awareness, learning and commitment

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS404081 Undertake proactive maintenance analyses.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS404085 Undertake proactive maintenance analyses

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS404081 Undertake proactive maintenance analyses.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- undertaken proactive maintenance analyses of at least 2 items of equipment.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- cleaning requirements and operational principles of equipment in area of responsibility
- methods of assessing operator and maintenance skill gaps and filling them
- techniques for determining mean time between failures (MTBF)
- techniques for undertaking failure effects analysis
- principles of competitive systems and practices strategies being implemented and how to adapt them to maintenance
- root cause analysis
- techniques to analyse condition monitoring data.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS404086 Assist in implementing a proactive maintenance strategy

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS404082 Assist in implementing a proactive maintenance strategy.

Application

This unit describes the skills and knowledge required by a maintenance person to assist in the implementation of a proactive maintenance strategy in an organisation. This unit includes the interaction between a maintenance worker and operators, as appropriate.

This unit applies to a maintenance person in an organisation that has adopted or is implementing total preventative and/or productive maintenance (TPM), reliability centred maintenance (RCM) or similar strategies. As part of this, the maintenance person is expected to assist in the implementation by determining appropriate maintenance related schedules and also by providing maintenance related assistance to non-maintenance personnel, such as assisting production personnel to fulfil their role in the TPM/RCM strategy.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Develop components of reliability strategy for a work or plant area	1.1	Read and interpret manufacturer's recommended inspection, servicing and related schedules for relevant plant

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	1.2	Communicate appropriate inspections, services and schedules to stakeholders
	1.3	Discuss any conflicts and seek resolution of conflicts
	1.4	Develop schedules in liaison with stakeholders
	1.5	Identify inspections and servicing which may be done by operations personnel in liaison with stakeholders
2. Assess current practice for maintenance implications	2.1	Identify the overall equipment effectiveness (OEE) and organisation targets for equipment
	2.2	Evaluate procedures for equipment reliability implications
	2.3	Discuss current practices with stakeholders to determine equipment reliability implications
	2.4	Recommend changes to improve equipment reliability in accordance with procedures
3. Assist in implementing the reliability strategy	3.1	Arrange for schedules to be incorporated into work plans
	3.2	Identify training needs in discussion with key personnel
	3.3	Assist personnel to develop required skills for inspections and servicing within scope of authority
	3.4	Collect data and information as required by own work plan
	3.5	Compare data and information with performance indicators
	3.6	Recommend improvements to reliability strategy in accordance with procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS404082 Assist in implementing a proactive maintenance strategy.

Links

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Assessment Requirements for MSS404086 Assist in implementing a proactive maintenance strategy

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS404082 Assist in implementing a proactive maintenance strategy.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- assisted in implementing a proactive maintenance strategy in at least 1 organisation.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- requirements of the proactive maintenance strategy being implemented
- operating principles and procedures for equipment and plant subject to proactive maintenance strategy
- purpose and processes for data collection in proactive maintenance strategies
- procedures relevant to own job and organisation implementation of proactive maintenance
- methods of making and recommending improvements.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS404087 Support proactive maintenance

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS404083 Support proactive maintenance.

Application

This unit describes the skills and knowledge required to lead a production or maintenance team in a proactive maintenance environment. This unit has a strong emphasis on developing and resourcing the team to interpret information and monitor equipment and operation.

This unit applies in a competitive systems and practices organisation where proactive maintenance strategies, such as total preventative and/or productive maintenance (TPM) or reliability centred maintenance (RCM) are used. This unit applies to a team leader or other person who as part of their role assists others in implementing and following the proactive maintenance practices.

The unit covers the leading of a team in proactive maintenance activities, including keeping records, visual checks, analysis of failures and effects on production and housekeeping.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Lead team in monitoring process and equipment	1.1	Demonstrate to team how to observe the process and equipment continuously and critically using senses to identify potential and actual problems

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	1.2	Identify to team data indicators that must be monitored and recorded
	1.3	Ensure team monitors identified data indicators frequently and critically
	1.4	Ensure symptoms of operations outside the desired range of conditions and performance are recognised
	1.5	Analyse cause of equipment non-standard performance within scope of role
	1.6	Ensure team members take timely action to solve and refer problems in accordance with procedures
2. Apply proactive maintenance strategy	2.1	Obtain and discuss maintenance strategy with relevant people
	2.2	Identify aspects of maintenance strategy which require specific input from team
	2.3	Discuss maintenance strategy with team members
	2.4	Ensure team members have resources and training to be able to make the required contributions
3. Analyse standard procedures and work practices	3.1	Read and review team procedures and practices for compatibility with maintenance strategy
	3.2	Identify areas where production procedures and practices should be changed to comply with maintenance strategy
	3.3	Identify areas where maintenance strategy should change to comply with production procedures and practices
	3.4	Identify activities or areas where changes might increase equipment reliability
	3.5	Take action to have the required changes made
4. Facilitate team contribution to proactive maintenance	4.1	Monitor team's contribution to proactive maintenance
	4.2	Arrange for competency development of team members
	4.3	Facilitate ongoing examination by the team of process reliability and overall equipment effectiveness (OEE)
	4.4	Arrange for follow through and implementation of team originated improvements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS404083 Support proactive maintenance.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS404087 Support proactive maintenance

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS404083 Support proactive maintenance.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- led at least 1 production or maintenance team to implement a proactive maintenance strategy.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- production process as it applies to the team area of responsibility
- equipment controls and function used in team's work area
- data ranges and indicators for normal team operations
- data and equipment variations and fault indicators able to be identified by team during operations
- data required from team for proactive maintenance strategy
- typical analyses used by the proactive maintenance strategy and their implication for work of the team
- responsibilities of the team, maintenance staff and technical experts
- overall equipment effectiveness (OEE) and relationship to team's operational capability.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405013 Facilitate holistic culture improvement in an organisation

Modification History

Release 2. Minor updates and removal of superfluous information. Equivalent unit. Supersedes and is equivalent to MSS403013 Lead team culture improvement.

Application

This unit of competency covers the skills and knowledge required by a manager in an organisation that has embarked on competitive systems and practices and who seeks to change/improve the organisation culture to be consistent with that required to maximise the benefits from a competitive systems and practices strategy.

This unit primarily requires the application of skills associated with communication, teamwork, problem solving, and initiative and enterprise in order to assess and address culture development needs in the organisation. Planning and organising is required to ensure a systematic approach to the development of an organisation's culture that supports competitive systems and practices processes.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Facilitate company-wide appreciation for the competitive	1.1	Communicate with all levels of the organisation the objectives and benefits of a competitive systems

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systems and practices strategy		and practices strategy
	1.2	Communicate to all levels of the organisation the techniques and methods that will be used in achieving the competitive systems and practices strategy
	1.3	Facilitate the development of a systems approach to how the organisation works
	1.4	Establish mechanisms to measure current understanding of, and support for, competitive systems and practices amongst employees and other stakeholders
	1.5	Set targets for culture improvement from measurement of current understanding and support for competitive systems and practices
	1.6	Demonstrate a constancy of purpose for the organisation in the push for the continual improvement in all activities.
	1.7	Break down any communication barriers between parts of the organisation that may inhibit the competitive systems and practices strategy
	1.8	Develop a work structure that allows for everyone to participate and be heard in the transformation of the organisation
2. Facilitate application of knowledge about variation and ways to improve the operational processes	2.1	Facilitate commitment to enterprise data collection procedures
	2.2	Facilitate the identification of variation in processes
	2.3	Facilitate review of processes with a view to reducing variation
	2.4	Encourage the approach of building quality in and eliminating the need for end of process inspection
3. Facilitate development of knowledge and skill acquisition	3.1	Involve employees in identification of skill needs and any skills gaps
	3.2	Develop strategies for training, skills acquisition and employee self- improvement

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	3.3	Set key performance indicators (KPIs) for training, skills acquisition and employee self-improvement
	3.4	Institute on and off-the-job training
	3.5	Institute a vigorous program of education and self-improvement for all employees
	3.6	Monitor KPIs and adjust training, skills acquisition and employee self- improvement strategies and delivery
4. Facilitate development of support within the organisation for competitive systems and practices	4.1	Ensure sufficient resources and adequate equipment is available to meet the requirements of the competitive systems and practices strategy
	4.2	Encourage acceptance of change
	4.3	Encourage employee commitment to and responsibility for the quality of their own work
	4.4	Monitor the level of employee understanding and support for competitive systems and practices
	4.5	Provide continuous feedback and communication of progress at all levels in implementing the strategy

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Competitive systems and practices include one or more of:	• 5S • agile operations • breakthrough improvement (kaizen blitz) • cause/effect diagrams • continuous improvement (kaizen) • current reality tree • just in time (JIT), Kanban and other pull-related operations control systems • lean operations • overall equipment effectiveness (OEE) • preventative and predictive maintenance approaches • problem solving • process mapping • run charts • standard procedures • statistical process control systems, including six sigma and three sigma • supply, value, and demand chain monitoring and analysis • takt time.
Systems approach includes consideration of all of:	• customer requirements • effect of changes • internal/external relationships through which products and services are produced • member of the public issues • supplier issues • value stream member requirements • other external individual, group or organisation.
Mechanisms to measure current understanding and support for competitive systems and practices include one or more of:	• employee surveys • individual consultations with selected employees and employee representatives • information from toolbox meetings and other employee consultations • monitoring of suggestion schemes • qualitative and/or quantitative methods.

Unit Mapping Information

Release 2. Equivalent to Release 1. Supersedes and is equivalent to MSS403013 Lead team culture improvement

Release 1. Minor updates and removal of superfluous information.

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Assessment Requirements for MSS405013 Facilitate holistic culture improvement in an organisation

Modification History

Release 2. Minor updates and removal of superfluous information. Equivalent unit. Supersedes and is equivalent to MSS403013 Lead team culture improvement.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and has facilitated:

- culture improvement for an organisation, department or section
- appreciation for competitive systems and practices
- reduction in variation
- development of knowledge and skills
- increased support for competitive systems and practices.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- competitive systems and practices tools relevant to the organisation and its processes, their features and benefits
- the use of techniques for measuring support and culture
- organisation processes
- change management
- persuasion and influence techniques
- employee assistance available to facilitate coping with change.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS407016 Lead a process to determine and solve root cause for a complex problem

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge required to guide or lead a problem-solving process to solve complex and/or unusual problems. The problem-solving process will usually involve the use of either real or nominal groups to determine the root cause and propose the solution.

This unit applies to managers and/or technical experts who are confronted by complex problems to which they need to develop a solution. The problem may be related to any area or process within the organisation or in the value stream and may have been formally presented to the individual for consideration or arise as part of other work.

The person may or may not have the required technical expertise for the particular problem, although the problem will require technical expertise to be solved. The problem may be capable of being adequately defined at the beginning of the problem solving activity, or may be progressively defined through continued iterations of the problem-solving activity.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Recognise complex problem**	1.1	Identify a complex issue which needs to be addressed
		1.2	Undertake an initial investigation of the issue
		1.3	Determine initial areas of expertise and data which may be required to analyse the problem
		1.4	Write an initial definition of the problem
2	**Develop problem-solving methodology**	2.1	Draft a problem-solving methodology
		2.2	Develop required approaches and protocols for obtaining required data and information
		2.3	Establish group to assist with problem solving
		2.4	Allocate tasks, responsibilities and reporting arrangements to group
		2.5	Develop arrangements for consultation with required people outside of group
3	**Analyse problem**	3.1	Apply methodology
		3.2	Obtain data and information
		3.3	Review problem definition
		3.4	Review methodology
		3.5	Obtain additional data and information
4	**Identify root cause**	4.1	Map causal links for the problem
		4.2	Determine indicators of the problem or the problem precursors
		4.3	Identify causes which can be controlled

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
5	**Develop a solution**	5.1	Develop solutions for controllable causes
		5.2	Determine cost benefit for proposed solutions
		5.3	Investigate proposed solutions for efficacy
		5.4	Select the best available solution
		5.5	Obtain support and authorisations for proposed solution
6	**Check problem is solved and standardised**	6.1	Monitor indicators of problem and problem precursor
		6.2	Review problem solution and implementation
		6.3	Confirm solution is standardised

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS407012 Lead a process to determine and solve root cause for a complex problem.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS407016 Lead a process to determine and solve root cause for a complex problem

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- led a process to determine and solve root cause for at least 1 complex problem.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- organisational goals, products and processes
- sources of data (actual and possible) within the organisation and the value stream
- techniques and methodologies of formal problem solving
- data required for problem solving and alternative or proxy data sources
- cost benefit analysis
- strategies for facilitation of real groups (physical and face to face) and nominal groups (never meets and may not know each other).

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSTGN3017 Monitor and operate trade waste process

Modification History

Release 1. Supersedes **and is equivalent to** MSTGN3007 Monitor and operate trade waste.

Application

This unit of competency describes the skills and knowledge required to monitor, operate, measure and report on trade waste system performance and process quality control in work areas / processing plant operations. Work may be conducted in restricted spaces or exposed conditions or controlled or open environments.

This unit applies to all sectors of the textiles, clothing and footwear (TCF) industry.

Work may be conducted in small to large scale enterprises and may involve individual and team activities. Work is performed within defined procedures under direct supervision.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Generic

Elements and Performance Criteria

Elements *Elements describe the* essential *outcomes.*	**Performance Criteria** *Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor treatment plant performance	1.1 Determine job and safe work requirements from work information 1.2 Conduct and assess routine waste treatment plant inspections in accordance with organisational and plant requirements 1.3 Collect and conduct tests of waste samples in accordance with organisational and plant requirements 1.4 Collect and report waste process data in accordance with organisational and plant requirements 1.5 Identify and report corrosion damage

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Elements *Elements describe the* essential *outcomes.*	**Performance Criteria** *Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Control chemical use	2.1 Use, handle and store chemicals used in waste treatment in accordance with organisational and statutory requirements 2.2 Prepare chemical dosing for waste treatment in accordance with plant processes and organisational and statutory requirements 2.3 Maintain information related to chemical supply and usage in accordance with statutory requirements 2.4 Interact and communicate with other employees and relevant authorities about chemical use and supplies
3. Operate and control processes	3.1 Monitor processes to maintain parameters of waste treatment operation 3.2 Identify and report process faults and operational conditions of plant in accordance with organisational and statutory requirements 3.3 Make basic system adjustments to enhance system performance to ensure waste treatment complies with organisational and statutory requirements 3.4 Compile reports developed from plant and system data to meet organisational and statutory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Reading skills to interpret statutory requirements for waste treatment
- Numeracy skills to accurately measure and mix doses for waste treatment and interpret test results.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes **and is equivalent to** MSTGN3007 Monitor and operate trade waste.

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e

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Assessment Requirements for MSTGN3017 Monitor and operate trade waste process

Modification History

Release 1. Supersedes **and is equivalent to** MSTGN3007 Monitor and operate trade waste.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- operated and maintained a trade waste treatment system for at least 1 waste product, including:
    - conducting routine plant inspections
    - collecting and conducting tests of process samples
    - complying with organisational and statutory requirements for chemical use and waste processing
    - complied reports using data extracted from plant and system.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- key requirements of Australian and industry standards, regulations and codes of practice relevant to waste product and waste disposal
- Environment Protection Authority (EPA) requirements for disposing of trade waste, including licencing arrangements and types of waste that can be discharged into sewers
- types of samples taken, and tests carried out on waste, and their purpose, including:
    - dissolved oxygen
    - pH
    - settling tests
- waste processing, including:
    - activated sludge
    - biodegradable reduction
    - chemical precipitation
    - solids handling
- chemical dosing processes
- hazardous material handling procedures
- work health and environmental aspects of relevant testing processes
- monitoring systems and equipment, including:
    - electronic monitoring and metering systems

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    - manual chart recording systems
    - laboratory testing and sampling equipment
    - computerised equipment
- workplace recording and reporting practices.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
    - waste treatment plant set up with standard operating procedures (SOPs)
    - regulatory and organisational requirements for waste treatment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e

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PMASUP420 Minimise environmental impact of process

Modification History

Release 1. Supersedes and is equivalent to PMASUP420B Minimise environmental impact of process

Application

This unit of competency covers the skills and knowledge required to minimise the environmental impact of a plant and/or process. It applies to all resources used and products made by the plant, capital projects and improvements brought about by changes in work practices and procedures.

This unit of competency applies to experienced operators or those in similar roles who are required to apply in-depth knowledge of process and plant to in order to develop practices or procedures for conserving resources and minimising pollution and waste that will deliver the most benefits.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Support

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Develop resource conservation practices and/or procedures**	1.1	Identify the nature of resources used in the plant/process
		1.2	Identify the primary source of these resources
		1.3	Determine the impact of the depletion of these resources

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			on the environment and society
		1.4	Determine which resources will yield a greater benefit from their conservation
		1.5	Develop methods to reduce the consumption of these resources
		1.6	Complete required documentation to implement change
2	**Develop pollution minimisation practices and/or procedures**	2.1	Identify the nature of pollutants produced by the plant/process
		2.2	Determine the sources of these pollutants within the plant/process
		2.3	Determine the impact of these pollutants on the environment and society
		2.4	Determine which pollutant will yield a greater benefit from their reduction
		2.5	Develop methods to reduce the production of this pollutant
		2.6	Complete required documentation to implement change
3	**Develop waste minimisation practices and/or procedures**	3.1	Identify the nature of wastes produced by the plant/process
		3.2	Determine the sources of these wastes within the plant/process
		3.3	Identify the impact of these wastes on the environment and society
		3.4	Determine which wastes will yield a greater benefit from their reduction
		3.5	Develop methods to reduce the production of this waste
		3.6	Complete required documentation to implement change

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

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Unit Mapping Information

Release 1. Supersedes and is equivalent to PMASUP420B Minimise environmental impact of process

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMASUP420 Minimise environmental impact of process

Modification History

Release 1. Supersedes and is equivalent to PMASUP420B Minimise environmental impact of process

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include the ability to:

- examine plant records, data and operating procedures and practices to determine options for:
  - maximisation of product yield from raw materials
  - reduction in volume of pollutants made and/or reduction in concentration/intensity of pollutants made and/or reduction in emissions
  - minimisation of wastes
- determine relative benefits of the options and develop processes/procedures to achieve preferred options
- document preferred options and complete written and/or electronic records.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- resources used by the plant and the impact on the environment and society of using resources
- nature and source of pollutants and waste materials produced by the plant
- nature and severity of the effect the pollutants and waste materials can have on the environment and society
- types of local conditions that can make environmental threats more ‘sensitive’
- pathways of entry to the environment from the plant
- process parameters and limits
- product specifications and tolerances
- principles of operation of plant/equipment
- science (e.g. physics, chemistry and biochemistry) relevant to the process, its materials and eco impacts
- regulatory framework
- organisation procedures, including those covering:
  - environmental management
  - safety, emergency and hazard control
  - procurement.

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Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project in an operational workplace. Where this is not possible or practical, assessment must occur using a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
  - relevant VET or other qualification/Statement of Attainment
  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
  - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
  - being currently employed undertaking the type of work being assessed

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- being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
- having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
- conducting on-the-job training/assessments of the type of work being assessed
- being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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PMBTECH406E Diagnose production equipment problems

Modification History

Release 1. Unit code. Application changed. Elements and Performance Criteria changed. Range of Conditions removed. Assessment Requirements changed. Supersedes and is equivalent to PMBTECH406 Diagnose production equipment problems.

Application

This unit covers the skills and knowledge required to assess production equipment output and diagnose the causes of product output variances.

This unit applies to an experienced technician working alone or as part of a team.

The unit principally refers to the competency requirements for formal diagnostic skills and knowledge required by dedicated production process and machine operators or technicians, and those supporting specialist technicians.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Technical

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify variance in product and associated production output	1.1 Examine product and associated production output for variance against job and equipment specifications 1.2 Categorise identified variance by type and prioritise it for action
2. Determine most probable possible cause(s) of variance	2.1 Analyse variance to determine possible causes 2.2 Examine possible causes to prioritise more likely ones for further investigation 2.3 Compare hypotheses of variance with available data to support

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Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.
	diagnosis 2.4 Identify most probable cause for further action
3. Develop and implement solution to rectify variance	3.1 Develop solution for recommendation to rectify variance that considers work health and safety implications and established workplace procedures 3.2 Use appropriate techniques to communicate recommendation and verify understanding 3.3 Seek support from relevant stakeholders for recommendation 3.4 Identify potential hazards and ensure controls are in place 3.5 Implement agreed solution and monitor initial progress to ensure resolution is achieved
4. Check success of variance solution	4.1 Monitor ongoing success of solution to product or production output variance 4.2 Monitor work health and safety and other workplace impacts of solution 4.3 Update workplace records and procedures to reflect solution

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Numeracy skills to measure and quantify variances and their impacts.
- Reading skills to interpret job and equipment specifications for comparison with product outcomes.
- Writing and oral communication skills to record and report variances and their solutions to stakeholders, and document procedural updates and records.

Other foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to PMBTECH406 Diagnose production equipment problems.

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Links

Companion Volume implementation guides are found in VETNet – - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=932aacef-7947-4c80-acc6-593719fe4090

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Assessment Requirements for PMBTECH406E Diagnose production equipment problems

Modification History

Release 1. Unit code. Application changed. Elements and Performance Criteria changed. Range of Conditions removed. Assessment Requirements changed. Supersedes and is equivalent to PMBTECH406 Diagnose production equipment problems.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit competency, and demonstrated the ability to:

- diagnose and rectify product equipment problems at least once, to meet job specifications, including:
  - examination of products and processes to identify variances using:
    - visual examination
    - examination of product quality or other records
    - examination of inspection records
    - examination of test results
    - specific examination testing undertaken as part of a product improvement activity.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- how the process and equipment functions
- characteristics of materials in relation to process conditions and stages of production
- types of product faults, including variations in:
  - colour
  - surface finish
  - size/shape
  - physical properties
  - chemical properties
- regimes for product and process testing
- techniques for communicating proposals to stakeholders
- typical process and product problems, including early warning signs, possible causes and corrective actions.

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet – - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=932aacef-7947-4c80-acc6-593719fe4090

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RIIWHS202E Enter and work in confined spaces

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.
Release 2	Minor amendment to Knowledge Evidence to correct typographical error.

Application

This unit describes the skills and knowledge required to enter and work in confined spaces in the resources and infrastructure industries.

It applies to those working in operational roles. They generally work under supervision to undertake a prescribed range of functions involving known routines and procedures and take responsibility for the quality of work outcomes.

Licensing, legislative and certification requirements that apply to this unit can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Note: The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare for working in confined space	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to enter and work in confined spaces 1.3 Identify and address potential risks, hazards and environmental issues, and implement control measures according to workplace procedures 1.4 Obtain and confirm authorisation of a confined space entry permit

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ELEMENT	PERFORMANCE CRITERIA
	that meets regulatory requirements 1.5 Select and wear appropriate personal protective equipment for planned work activities 1.6 Obtain and interpret emergency procedures with the stand-by person, and be prepared for emergency situations 1.7 Identify, obtain and implement signage and barrier requirements according to workplace procedures 1.8 Select tools and equipment for the tasks, check for serviceability and rectify or report any faults to relevant personnel 1.9 Position rescue equipment by the entry permit
2. Work in confined space	2.1 Gain access to confined space 2.2 Test and monitor the atmosphere for harmful elements according to workplace procedures 2.3 Correctly apply tagging and lock-out procedures 2.4 Enter the confined space according to workplace procedures 2.5 Maintain ongoing communication with the stand-by person 2.6 Comply with entry permit requirements 2.7 Monitor and adhere to allocated entry time
3. Exit confined space	3.1 Exit confined space according to workplace procedures 3.2 Recover tools, equipment and materials 3.3 Conduct inspection of the confined spaces according to workplace procedures 3.4 Remove tagging and lock-out procedures 3.5 Complete confined space entry permit requirements according to workplace procedures
4. Clean up	4.1 Clear work area and dispose of materials according to workplace procedures 4.2 Remove, clean and store barriers and signs 4.3 Conduct equipment inspections to identify faults according to manufacturer specifications and workplace procedures and report to relevant personnel 4.4 Conduct routine operational servicing, lubrication and housekeeping activities according to workplace procedures 4.5 Process written maintenance records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Identifies and interprets information from workplace procedures, documentation and regulations
Writing	• Produces and completes written documents required for workplace procedures
Self-management	• Monitors and minimises own exposure to worksite risks and hazards during activities
Oral communication	• Uses a range of communication techniques and systems to communicate with others

Unit Mapping Information

Supersedes and is equivalent to RIIWHS202D Entering and working in confined spaces.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIWHS202E Enter and work in confined spaces

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.
Release 2	Minor amendment to Knowledge Evidence to correct typographical error.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- enter and work in confined spaces on at least two occasions, including:
  - obtaining the required entry permit and instructions for performing work in confined spaces
  - interpreting and applying workplace procedures
  - applying tagging and lock out procedures
  - selecting, wearing and caring for personal protective equipment
  - using atmospheric monitoring devices prior to entering the confined space
  - entering the confined space
  - working in the confined space
  - using atmospheric monitoring devices during confined space activity
  - applying safe materials handling methods
  - exiting the confined space
  - removing tagging and lock out.

During the above, the candidate must:

- locate and apply relevant legislation, documentation, policies and procedures and confirm that the work activity is compliant
- implement the requirements, procedures and techniques for entering and working in confined spaces
- work effectively with others to enter and work in confined spaces in a way that meets all required outcomes

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- communicate clearly and concisely with others to receive and clarify work instructions and to determine coordination requirements prior to commencing and during work activities.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key legislation relevant to enter and work in confined spaces
- key policies, procedures and documentation required to enter and work in confined spaces, including:
  - entry and exit procedures, risks and regulations
  - site and equipment safety requirements
  - site isolation and site control responsibilities and authorities
  - safety data sheets
  - incidents and emergency response documentation
- principles and techniques for identifying and responding to:
  - areas that constitute confined spaces
  - types of air contaminants and toxic gases
  - limitations of breathing apparatus
  - relevant hazards and emergencies
- equipment types, characteristics, technical capabilities and limitations
- principles and techniques for using confined space and industry terminology
- techniques for coordinating and communicating job activities with others.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
  - personal protective equipment
  - equipment related to entering and working in confined spaces
  - relevant documentation
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

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Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing the required level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	**AQF indicator level*** **	**Required assessor or industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 year
	2	2 years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert	

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Industry sector	AQF indicator level***	Required assessor or industry subject matter expert experience
	experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is specified should comply with any relevant regulation.	

*Guidance on simulated environments has been stipulated in the Companion Volume Implementation Guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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SIRCDIS006 Maintain dispensary stock

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to assist pharmacists maintain all types of dispensary stock including scheduled medicines, perishable goods and raw materials for compounding. It requires the ability to order, receive and store stock, maintain its quality and administer stock control records.

This unit applies to senior dispensary assistants working in community pharmacies. When maintaining dispensary stock, they work under the direct supervision of a pharmacist and their role is limited to those functions that do not require them to exercise professional pharmaceutical judgement or discretion.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Dispensary

Unit Sector

Community Pharmacy

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Order dispensary stock.	1.1.Follow organisational procedures for stock maintenance activities. 1.2.Identify dispensary stock maintenance requirements.

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	1.3.Refer to and interpret preferred supplier arrangements and confirm stock availability, cost and delivery times. 1.4.Seek direction or clarifications from pharmacist and obtain pharmacist approval for stock orders. 1.5.Place clear, unambiguous documented orders for dispensary items within required timelines. 1.6.Complete and keep accurate purchase and costing records.
2. Take delivery of dispensary stock.	2.1.Check incoming dispensary stock against orders and delivery documentation, and identify, record and report discrepancies. 2.2.Inspect items for damage, quality and use by dates and record and report findings. 2.3.Check cold chain items have been maintained at optimum temperature and report unacceptable quality to pharmacist. 2.4.Record details of incoming stock. 2.5.Alert pharmacist to delivery of controlled drugs.
3. Store dispensary stock.	3.1.Use safe manual handling techniques when moving and storing stock to avoid injury. 3.2.Identify dispensary product layout and store stock promptly in appropriate storage location. 3.3.Choose and maintain appropriate environmental conditions for storage of perishable items. 3.4.Ensure special dispensary items are stored according to security requirements.
4. Maintain dispensary stock.	4.1.Check and adjust environmental conditions of storage regularly to maintain perishable dispensary stock at optimum quality. 4.2.Check quality of other stock regularly and make adjustments to ensure stock protection. 4.3.Rotate stock for maximum use and minimum wastage. 4.4.Assist pharmacist to manage-out stock of branded medicines when introducing generic equivalents. 4.5.Monitor, calculate and maintain working stock levels in consultation with pharmacist and with consideration of Pharmaceutical Benefits Scheme (PBS) price disclosure system. 4.6.Organise and participate in stocktakes at appropriate intervals. 4.7.Produce accurate stocktake reports within designated timelines and maintain accurate stock control records. 4.8.Investigate, resolve and report stock losses and discrepancies. 4.9.Use stock control system to maintain stock control records.
5. Dispose of dispensary stock waste.	5.1.Sort waste and obtain pharmacist approval to reject out-of-date, damaged and excess dispensary stock. 5.2.Dispose of waste under pharmacist supervision, according to environmental and special waste disposal requirements.

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5.3.Update dispensary stock records following disposal.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRCDIS006 Maintain dispensary stock

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- order and take delivery of each of these types of dispensary stock for three supply periods:
  - Prescription Only Medicine (S4)
  - branded medicines
  - bio-equivalent generic medicines
  - drops
  - insulin
  - liquids
  - ointments and creams
  - pessaries
  - suppositories
  - tablets and capsules
  - vaccines
- maintain dispensary stock in optimum condition across three supply periods
- safely dispose of the following types of dispensary waste:
  - hazardous substances
  - expired stock
  - damaged stock
  - medicines returned by customers
- participate in a stocktake
- generate each of the following stock reports over the above supply periods:
  - stock level reports
  - stock performance reports
  - stock loss reports
  - stocktake reports.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

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- role boundaries and responsibilities of dispensary assistants and pharmacists for maintaining dispensary stock
- organisational procedures for maintaining dispensary stock:
  - ordering dispensary stock
  - recording incoming stock
  - recording and reporting discrepancies and quality deficiencies
  - recording stock levels
  - monitoring and maintaining quality of stock
  - maintaining security of dispensary stock
  - work health and safety for stock control
  - dispensary stocktakes
  - waste handling, sorting and disposal
- organisational stock reorder cycles
- safe manual handling techniques for moving and storing dispensary stock; those for bending, lifting and carrying heavy items
- principles of stock control:
  - rotation and replenishment
  - product life cycle and maximising the use of all stock
  - managing out stock of branded medicines when introducing generic equivalents
  - checking for slow moving items
  - financial implications of stock level control
- sources of product and supplier information
- sources of information on negotiated cost of supply, contractual arrangements and preferred supplier arrangements
- Pharmaceutical Benefits Scheme (PBS) price disclosure system, and how this impacts on stock management
  - when scheduled reduction days occur and how this affects the amount of stock held and its value
  - types of medicines subject to price disclosure
- purpose of batch numbering and expiry dates on pharmaceutical products
- dispensary layout and storage requirements for dispensary items:
  - alphabetical arrangement of medications
  - sequential positioning of medications along shelves
  - controlled substances under specific secured storage conditions
  - grouping of Pharmacist Only Medicines (S3)
  - hazardous substances
  - refrigeration
- optimum environmental storage conditions, including temperature, light and humidity controls, for perishable and cold chain dispensary items
- reasons for stock loss and damage and methods to control these
- disposal methods for dispensary waste:

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    - returning to supplier
    - using a disposal service
- environmentally sound disposal methods for hazardous waste:
    - pharmaceutical raw materials
    - cleaning products
    - pharmaceutical sharps
- formats for, use and contents of:
    - order and delivery documentation
    - stock recording documentation
    - Electronic Data Interchange (EDI) forms
    - stock level reports
    - stock performance reports
    - stock loss reports
    - stocktake reports
- features and functions of dispensary stock control software.

Assessment Conditions

Skills must be demonstrated in a pharmacy with a designated operational dispensary area and stock control and storage facilities for perishable and non-perishable dispensary stock. This must be in an industry workplace, which meets Pharmacy Board of Australia and relevant industry standards for dispensary operations.

Assessment must ensure use of:

- information technology hardware and software
- dispensary stock control software currently used by the community pharmacy industry
- refrigerator or freezer dedicated to pharmaceuticals
- secured storage locations for dispensary items requiring secured storage conditions
- pharmacy shelving, shelf facings and signage for dispensary medicines
- a diverse commercial product range of pharmacy medicines:
    - Prescription Only Medicine (S4)
    - branded medicines
    - bio-equivalent generic medicines
    - drops
    - insulin
    - liquids
    - ointments and creams
    - pessaries
    - suppositories
    - tablets and capsules

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    - vaccines
- waste disposal bags and containers for pharmaceutical waste including sharps containers
- template dispensary stock control documents:
    - order and delivery documentation:
        - purchase orders
        - standing orders
        - packing slips
    - stock recording documentation
    - Electronic Data Interchange (EDI) forms
- template dispensary stock control reports:
    - stock level reports
    - stock performance reports
    - stock loss reports
    - stocktake reports
- organisational procedures for maintaining dispensary stock
- pharmacists with whom the individual can interact
- assessment activities that allow the individual to work with commercial speed, timing and productivity to complete stock control activities within nominated deadlines.

Assessors must satisfy the Standards for Registered Training Organisation's requirements for assessors, and:

- have worked in the pharmacy sector for at least two years.

Links

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SIRRFSA001 Handle food safely in a retail environment

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to handle food safely in the retail environment following organisational food safety procedures and relevant legislation and standard procedures.

It applies to individuals working in roles that involve the handling of food. They operate with some independence under general supervision and guidance from others, and within established organisational policies and procedures and relevant legislative requirements.

Food handlers must comply with the requirements contained within the Australia New Zealand Food Standards (ANZFS) Code (the Code).

The legislative requirement for a business to comply with the national standard for food safety practices, along with training and certification requirements, differ between State and Territory Governments. Those developing training to support this unit must consult the relevant state or territory food safety authority to determine any accreditation arrangements for courses, trainers and assessors.

In some states and territories businesses are required to designate a food safety supervisor who is required to be certified as competent in this unit through a registered training organisation.

Pre-requisite Unit

Nil

Competency Field

Food Safety

Unit Sector

Retail

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Follow food safety program.	1.1. Access information from food safety program to ensure food handling is completed safely. 1.2. Monitor food safety according to organisational processes and document as required. 1.3. Control identified food safety hazards relevant to operations. 1.4. Take corrective action within scope of job responsibility when non-compliance and food safety hazards are identified and report to relevant personnel as required. 1.5. Record food safety information, including equipment breakdowns, according to food safety program.
2. Store and handle food safely.	2.1. Receive and transport food supplies to appropriate storage areas promptly, safely and without damage. 2.2. Store and display food in environmental conditions that protect against contamination and maximise freshness, quality and appearance. 2.3. Store food at controlled temperatures and ensure that food items remain at correct temperature during storage and display. 2.4. Use cooling and heating processes that support microbiological safety of food. 2.5. Identify and take action to remove potentially unsafe food safety processes or situations. 2.6. Change or sanitise food-handling implements between handling different food products to avoid cross-contamination. 2.7. Mark and keep separate from other foodstuffs any food identified for disposal until disposal is complete. 2.8. Dispose of food promptly to avoid cross-contamination.
3. Maintain personal hygiene standards.	3.1. Follow hand washing procedures to minimise risk of contamination. 3.2. Wear appropriate clothing and footwear and maintain uniform cleanliness standards. 3.3. Secure hair and cover all open wounds to minimise risk to food safety. 3.4. Report any health issues or illness to appropriate personnel.
4. Maintain equipment and work area.	4.1. Clean and sanitise equipment, surfaces and utensils following organisational procedures. 4.2. Identify and report cleaning, sanitising and maintenance requirements.

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4.3. Dispose of or report chipped, broken or cracked food handling utensils.

4.4. Take measures within scope of responsibility to ensure food-handling areas are free from insects, pests and vermin and report incidents of animal or pest infestation.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret plain English documents that outline organisational policies and procedures for food safety and hygiene and sanitation practices.
Numeracy skills to:	• calibrate and use a temperature probe and calculate timing appropriate to the preparation of food products • follow simple dilution requirements for chemicals and cleaning products, and calculate ratios in order to make them up.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRFSA001 Handle food safely in a retail environment

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- demonstrate safe handling of food, following organisational policies and procedures and food safety program during three work shifts, by:
  - using appropriate control measures to control food hazards at each of the following points:
    - receiving
    - storing
    - preparing
    - displaying
    - disposing
  - completing food safety documentation, recording and reporting
  - maintaining personal hygiene standards
  - maintaining food work area and equipment.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- key aspects of Commonwealth, state or territory and local food safety compliance requirements as relevant to job role:
  - personal hygiene
  - contents of national codes and standards that underpin regulatory requirements
  - reasons for food safety programs and what they must contain
  - local government food safety regulations and inspection regimes
  - consequences of failure to observe food safety policies and procedures
  - meaning of contaminant, contamination and potentially hazardous foods as defined by the Australia New Zealand Food Standards (ANZFS) Code (the Code)
- food handling and hygiene principles:
  - organisational food safety program, its purpose and implications for own work
  - own roles and responsibilities, and those of food safety personnel for food handling requirements from raw material to finished product

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- techniques for minimising contamination and spoilage
- common sources and types of contamination and food safety hazards, including:
  - conditions conducive to microbial growth
  - known allergens associated with food handling and processing
- common types of physical, chemical and microbiological agents that can contaminate food
- conditions that can cause physical, chemical and microbiological contamination
- correct storage of food, including hot, cold, raw and cooked, and appropriate control measures
- causes of deterioration of food, contamination, cross-contamination
- procedures for identifying and reporting potential or actual sources of contamination
- food handling implements
- need for change of implements between products
- correct storage medium for serving implements
- shelf life of food products
- control measures for food hazards
- procedures for recording failures in the food safety program, including equipment breakdowns
- temperature control and the temperature danger zone
- correct temperature of storage and display units and how to maintain:
  - load limits and effects of overloading
  - effects of breaking temperature chain
  - effects of blocking coils and air vents
- food storage requirements for:
  - refrigeration
  - freezers
  - dry stores
- cleaning work areas:
  - cleaning procedures and schedules for work areas and equipment (internal and external)
  - purpose and importance of cleaning and sanitation procedures
  - safe use and storage of cleaning tools, equipment and chemicals, and insecticides and pesticides
  - routine maintenance for work areas and equipment
  - waste collection and disposal, recycling and handling procedures
  - pest control procedures
- food handling practices for:
  - food segregation
  - food packaging for storage
  - labelling of food
  - stock rotation

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- optimal maintenance of storage areas:
  - cleanliness and sanitation
  - ventilation
  - lighting
  - required temperature
  - free from vermin or infestation
  - free from defects
- correct disposal of damaged or spoiled supplies
- known allergens associated with food ingredients, food processing and handling
- application of workplace documentation for food handling:
  - organisational food safety program
  - organisational policies and procedures on hygiene and sanitation practices
  - food safety incident reports
  - safety data sheets for cleaning and sterilising products.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- relevant documentation:
  - current plain English regulatory documents distributed by government regulators outlining key aspects Commonwealth, state or territory and local food safety compliance requirements as relevant to job role
  - organisational food safety program
  - organisational policies and procedures for food safety and hygiene and sanitation practices
  - hazard control measures
  - food safety incident report
  - cleaning and maintenance schedules and safety data sheets for cleaning and sterilising products
- personal protective clothing and equipment:
  - aprons and outerwear
  - food handling gloves
  - correct head and footwear
- cleaning and sanitation materials and chemicals
- a range a food products
- food handling implements

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- food storage and display equipment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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SIRRINV002 Control stock

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to process stock orders, maintain stock levels, minimise stock losses, manage stocktakes and maintain all documents that relate to the administration of any type of stock.

This unit applies to individuals responsible for stock control. They work within organisational systems and procedures, but make decisions about stock administration and may have responsibility for others.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Inventory

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Monitor stock receipt and dispatch.	1.1. Implement organisational policies and procedures for receipt, dispatch and secure storage of stock. 1.2. Allocate tasks and monitor staff to ensure organisational procedures are followed, and documentation is completed

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	correctly. 1.3. Confirm that stock quantity and quality inspections on receipt meet organisational standards. 1.4. Act on variations to quantity and quality of delivered stock. 1.5. Supervise safe stock handling and storage.
2. Maintain stock records.	2.1. Monitor stock and maintain stock at required levels. 2.2. Maintain, monitor and adjust stock reorder cycles as required. 2.3. Provide clear information to team members about individual stock recording responsibilities. 2.4. Maintain stock storage and movement records. 2.5. Record and report stock discrepancies. 2.6. Monitor stock performance and identify and report fast and slow-selling items.
3. Process and follow up orders.	3.1. Process and raise stock orders according to organisational procedures. 3.2. Monitor delivery of stock to ensure agreed deadlines and inventory requirements are met. 3.3. Liaise with suppliers to ensure continuity of supply. 3.4. Resolve routine supply problems or refer to appropriate personnel for action. 3.5. Distribute stock within the organisation according to required allocations. 3.6. Handle routine supply problems or refer to management as required by store policy.
4. Minimise stock losses.	4.1. Regularly check storage of stock and ensure its protection. 4.2. Identify, record and report stock losses. 4.3. Identify avoidable losses and establish reasons for them. 4.4. Recommend solutions and implement procedures to prevent future losses.
5. Coordinate stocktake or cyclical count.	5.1. Explain procedures for stocktake and cyclical counts to team members. 5.2. Allocate stocktaking tasks to individual team members ensuring effective use of staff resources to complete task. 5.3. Provide team members with clear directions for performance of each task. 5.4. Produce accurate reports for management on stocktake data, including discrepancies.

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Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret supplier purchasing agreements, purchase orders, records of incoming stock and organisational policies and procedures for stock control.

Numeracy skills to:	• calculate:
	  • supplier costs and complex order costs
	  • complex details of stock on hand and stock losses and produce complex numerically-based reports
	• reconcile incoming stock and invoices against purchase orders.

Technology skills to:	• use business technology for inventory management.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRINV002 Control stock

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- maintain and order stock across one stock cycle according to organisational procedures using all of the following stock processes:
  - receipt
  - dispatch
  - ordering
  - stock level monitoring
  - records maintenance
- produce three different stock control reports
- organise and coordinate one stocktake or cyclical count
- provide clear and correct information to team members involved in stock control processes.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - receipt and dispatch of goods, including inspection for quantity and quality
  - stock ordering and reordering
  - stock replenishment
  - stock rotation
  - reporting of stock discrepancies, damage and loss
  - safe transport, handling and storage of goods
  - stock control
  - stocktaking and cyclical counts
  - pricing, labelling and packaging
  - stock security
- key aspects of legislation and codes of practice relevant to stock control:
  - Australian Consumer Law
  - Work Health and Safety (WHS)

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  - manual handling
  - licensing for mechanical movement of stock
- principles of stock control:
  - rotation and replenishment
  - product life cycle
- impact of business planning and sales forecasts on stock control
- types of stock control systems used in the sector
- reasons for stock loss and damage and methods to control these and protect stock.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- current plain English regulatory documents distributed by government regulators outlining key aspects of legislation and codes of practice relevant to stock control as listed in Knowledge Evidence
- a computerised stock control system
- stock for use in stock control activities
- organisational policies and procedures for stock control
- team members; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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SIRRMER001 Produce visual merchandise displays

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to display retail merchandise. It requires the ability to prepare, produce and maintain merchandise displays in accordance with visual merchandising requirements.

This unit applies to all businesses that sell retail merchandise. It applies to frontline personnel who have limited autonomy and work under close supervision and guidance of others in frontline operational roles. However; in smaller businesses, senior personnel might also undertake this function.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Merchandising

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to produce visual merchandise display.	1.1. Review visual merchandising display guidelines, and seek clarification as required. 1.2. Obtain merchandise, materials and equipment required for

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	the display. 1.3. Prepare product labels and price tickets from in-house documents and according to organisational requirements. 1.4. Unpack merchandise according to manufacturer instructions.
2. Display merchandise.	2.1. Produce display following visual merchandising display guidelines. 2.2. Ensure merchandise is displayed according to manufacturer instructors where specific requirements for display and storage exist. 2.3. Display merchandise labels and price tickets according to organisational requirements. 2.4. Handle and move stock and equipment according to safe manual handling guidelines to prevent injury to self. 2.5. Promptly return excess stock to storage area, and store according to organisational requirements. 2.6. Check and ensure area around the display remains clear of debris.
3. Maintain display.	3.1. Review displays against visual merchandising display guidelines, and refine as required. 3.2. Maintain clear and correct product and pricing information for merchandise. 3.3. Identify damaged or out of date stock, and remove from display as required. 3.4. Rotate and replenish merchandise to maintain optimum stock levels. 3.5. Monitor the display regularly to maintain appearance and cleanliness of display and display area.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Reading skills to:	• interpret plain English documents that outline organisational policies and procedures related to display of merchandise.
Numeracy skills to:	• estimate dimensions of display areas and appropriate size of displays from display documentation.
Planning and organising skills to:	• prepare for display and complete display activities in a logical and time-efficient sequence.
Technology skills to:	• prepare product labels and price tickets.

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Unit Mapping Information

No equivalent unit.

Links

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Assessment Requirements for SIRRMER001 Produce visual merchandise displays

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow merchandising display guidelines and organisational procedures to prepare and produce three merchandise displays, from the following list, of varying sizes and complexities:
  - an existing merchandise range
  - a new merchandise range
  - a seasonal merchandise range
  - a promotional event
  - discounted merchandise
- maintain each of the above displays and display area, adequate stock level and appearance of display.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- basic principles of visual merchandising as they relate to producing retail visual merchandise displays
- visual merchandise display guidelines and how they are used in creating a retail displays
- organisational procedures for:
  - correct manual handling techniques for protection of self and merchandise
  - correct storage of merchandise and equipment
  - damaged or out of date stock
  - maintenance of display areas
  - merchandise rotation and replenishment
  - product labelling and pricing
  - unpacking merchandise.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

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- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- a range of retail merchandise
- display areas
- retail display equipment and props
- product labels and price tickets
- ticketing and pricing equipment
- organisational visual merchandise display guidelines
- organisational procedures for:
  - manual handling techniques for protection of self and merchandise
  - storage of merchandise and equipment
  - damaged or out of date stock
  - maintenance of display areas
  - merchandise rotation and replenishment
  - product labelling and pricing
  - unpacking merchandise
- assessment activities that allow the individual to:
  - work within commercial speed, timing and productivity
  - manage tasks and contingencies in the context of the job role.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRRMER002 Merchandise food products

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to prepare and maintain the display of food products.

It applies to individuals working in frontline operational roles in a diverse range of retail industry sectors and business contexts that sell food products. They operate with some independence under general supervision and guidance from others, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Merchandising

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to produce food display.	1.1. Review organisational food display guidelines for display of food products, and seek clarification as required. 1.2. Clean and sanitise food display equipment, and check for defects including irregularities in temperature as required.

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	1.3.Use personal protective equipment and correct equipment for handling food products as required. 1.4.Follow manufacturer instructions to ensure correct handling and display of food. 1.5.Follow food safety requirements to ensure food safety at all times of handling and display. 1.6. Unpack food and check it is fit for purchase according to organisational policies and procedures. 1.7.Prepare product labels and price tickets for food display according to organisational policies and procedures. 1.8.Wrap, package or plate food items as required.
2. Display food products.	2.1.Produce food display following organisational display guidelines for the display of food products. 2.2.Identify and use correct handling and display techniques according to food characteristics and organisational policies and procedures. 2.3.Ensure correct pricing and labelling of food displays. 2.4.Promptly return excess stock to storage area, and store in accordance with organisational policies and procedures.
3. Maintain food display.	3.1.Maintain cleanliness of display areas ensuring products are displayed neatly and excess packaging is removed. 3.2.Maintain optimum stock levels and replenish stock as required. 3.3.Identify damaged, deteriorated, spoiled or out of date food and reset or remove as required. 3.4.Monitor correct temperatures for food display as required and report temperature irregularities to appropriate personnel without delay.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret plain English documents that outline organisational procedures relevant to merchandising food.
Numeracy skills to:	• interpret temperature readings against requirements for food display.

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Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRMER002 Merchandise food products

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow organisational food display guidelines to prepare and produce four different food displays of varying sizes and complexities
- prepare and display two of the following food types for the above four displays:
  - fresh food produce
  - baked food items
  - general grocery items
  - food items requiring packaging
  - food items requiring specific temperature control.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - food safety
  - hygiene and sanitation
  - food display labelling and pricing
  - correct storage of stock
  - location of display areas
  - principles of display
  - availability and use of display materials
  - stock rotation
  - stock replenishment
  - damaged and out of date stock
  - scheduling, building and rotating displays
  - correct manual handling techniques for protection of self and merchandise
  - maintenance and cleaning of equipment and working areas
- food safety monitoring:
  - storing food in appropriate timeframes

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  - monitoring and recording food temperatures
  - monitoring and recording temperature of storage equipment
  - visually examining food for quality review
- food safety requirements as specific to food products displayed
- food product characteristics and required preparation and handling
- techniques for creating visually appealing food displays that attract customers and maximise sales.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- food products for display as selected in the Performance Evidence
- display areas
- display equipment and props for:
  - cleaning equipment and materials
  - food preparation and handling
- personal protective equipment and clothing
- product labels and price tickets
- ticketing and pricing equipment
- organisational food display guidelines
- relevant documentation:
  - organisational policies and procedures as listed in the Knowledge Evidence
  - food safety guidelines as applicable to specific food products.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRRMER005 Implement visual merchandising concepts

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to plan the implementation of a visual merchandising concept. It requires the ability to accurately interpret a concept, arrange resourcing, monitor concept implementation and determine the effectiveness of the concept.

This unit applies to visual merchandisers and stylists working in a diverse range of sectors and business contexts. They operate with independence, under limited supervision of others, and within established organisational policies and procedures. They may have responsibility for making a range of creative and operational decisions within the scope of their job role.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Merchandising

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Develop concept implementation plan.	1.1. Access and review visual merchandising concept and determine implementation requirements and constraints.

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	1.2. Determine internal and external resource requirements including available budget.
	1.3. Access and review organisational visual merchandising guidelines and standards to inform implementation plan development.
	1.4. Identify opportunities to create cost-efficiencies and maximise use of resources.
	1.5. Identify potential risks to be managed throughout the implementation process and develop contingency plans.
	1.6. Identify key activities and plan the allocation of roles, responsibilities and timelines.
	1.7. Plan product selection and inventory management.
	1.8. Plan internal and external communication strategies for communicating implementation roles, responsibilities and timelines.
	1.9. Develop performance criteria to evaluate the effectiveness of the concept.
	1.10. Document an implementation plan and seek any required approval.
2. Implement the concept.	2.1. Communicate concept implementation plan to relevant personnel.
	2.2. Monitor the implementation of visual merchandising concept and respond to issues as they arise.
	2.3. Provide support and coaching to team members throughout the implementation process.
	2.4. Photograph and document concept implementation.
	2.5. Finalise concept according to implementation plan.
3. Review concept.	3.1. Seek feedback from stakeholders about concept effectiveness.
	3.2. Evaluate concept implementation against predetermined performance criteria.
	3.3. Review and assess effectiveness of concepts in achieving desired performance outcomes.
	3.4. Use findings to make suggestions for future improvements.

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Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria, are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Numeracy skills to:	• interpret diverse components of budgets and develop resource specifications within budgetary parameters.
Technology skills to:	• access, document and communicate information using digital technologies.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guides - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRMER005 Implement visual merchandising concepts

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- develop a visual merchandising implementation plan for one visual merchandising concept, detailing:
  - objectives
  - resource requirements
  - budgeting
  - product selection
  - inventory management
  - key activities and timelines
  - allocation of roles and responsibilities
  - risk considerations and contingency plans
  - communication strategy
  - performance criteria
  - exit strategy
- oversee the implementation of one concept, by:
  - communicating implementation plan to others
  - ensuring objectives and standards are met
  - managing risks and issues
- review visual merchandising concept performance against performance criteria to determine effectiveness and make recommendations for future improvements.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- key aspects of visual merchandising implementation planning:
  - steps in the planning process
  - technologies that support effective implementation planning
  - stakeholder involvement
  - managing implementation and consistency across multiple channels and locations

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  - alignment to organisational visual merchandising guidelines and standards
  - implementation plan formats and key considerations:
    - objectives
    - resource requirements
    - budgeting
    - product selection and availability
    - inventory management
    - key activities and timelines
    - allocation of roles and responsibilities
    - risk considerations and contingency plans
    - communication strategy
    - performance criteria
    - exit strategy
- internal and external factors impacting on the successful implementation of visual merchandising concepts and strategies to minimise impacts:
  - availability of resources and product
  - scalability
  - communication issues
  - budget overruns
  - feedback
  - consistency and quality across multiple channels and locations
- techniques to evaluate and determine the effectiveness of a visual merchandising campaign:
  - profitability
  - operational efficiency
  - success in meeting objectives.

Assessment Conditions

Skills must be demonstrated in a service industries environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- visual merchandising concept
- visual merchandising concept performance data.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors, and:

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- have worked in a job role for at least two years where they have applied the skills and knowledge within this unit of competency.

Links

Companion Volume Implementation Guides - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRRRTF001 Balance and secure point-of-sale terminal

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to balance and reconcile a register or terminal in a retail environment, clear registers, count money, calculate non cash transactions, and reconcile and record takings.

It applies to individuals working in frontline operational roles in a diverse range retail industry sectors and business contexts. They operate with some independence under general supervision and guidance from others, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Retail Financials

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Balance and secure takings.	1.1. Perform register or terminal balance at designated times. 1.2. Separate cash float from takings prior to balancing and secure takings.

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	1.3. Supply change to register or terminal and accurately record. 1.4. Obtain and interpret register or terminal reading or print-out. 1.5. Secure cash and non cash documents according to organisational procedures.
2. Reconcile takings.	2.1. Count cash accurately. 2.2. Calculate non cash documents accurately. 2.3. Determine balance between register or terminal reading and sum of cash and non cash transactions. 2.4. Investigate or report discrepancies between register or terminal reading and sum of cash and non cash transactions to relevant personnel. 2.5. Record takings and file records according to organisational procedures.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRRTF001 Balance and secure point-of-sale terminal

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- consistently apply organisational policies and procedures to:
  - balance a register or terminal on three occasions with complete accuracy
  - reconcile three different sets of takings comprising both cash and non-cash with complete accuracy
  - identify and resolve three different types of balancing discrepancies
  - process three different types of takings according to organisational policies and procedures.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- role and importance of the balancing process
- techniques for identifying and resolving discrepancies
- functions and procedures for operating point-of-sale equipment:
  - opening and closing
  - balancing
  - clearance of terminal and transference of tender
  - recording takings
  - consumables required by system
  - security
- cash handling procedures:
  - counting cash
  - handling cash floats
  - change required, denominations of change and tendering change
  - security
- organisational policies and procedures for non-cash transactions:
  - credit cards
  - EFTPOS

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  - vouchers
- organisational policies and procedures for:
  - exchanges
  - refunds
  - lay-by
  - cash handling
  - cash float
  - operation of point-of-sale equipment
  - register or terminal balance
  - security of cash and non cash transactions.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- organisational policies and procedures related to point-of-sale
- point-of-sale equipment and consumables
- financial transaction documentation for non-cash sales
- cash
- assessment activities that allow the individual to work with commercial speed, timing and productivity.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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SIRWSLS002 Analyse and achieve sales targets

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to set, analyse and achieve personal sales targets to guide performance and monitor the progress of sales against business objectives.

It applies to frontline sales personnel who are responsible for identifying factors affecting sales performance; reviewing and analysing personal sales outcomes against agreed sales targets; and implementing strategies to attain sales targets.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Sales

Unit Sector

Wholesale

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Analyse sales targets.	1.1.Confirm team sales targets with relevant personnel. 1.2.Analyse personal sales targets in relation to agreed parameters. 1.3.Regularly monitor progress towards sales targets. 1.4.Analyse customers and performance and determine common

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	factors supporting or deterring sales.
2. Determine factors affecting attainment of sales targets.	2.1. Evaluate factors affecting sales performance against the agreed sales targets. 2.2. Identify and anticipate changing business circumstances and other factors that may influence capacity to meet or exceed sales targets and determine a course of action to address the challenge. 2.3. Amend or create new sales targets based on evaluation according to agreed organisational processes.
3. Attain sales targets.	3.1. Plan and initiate actions to address sales under-performance with specific customers, and report progress to relevant personnel. 3.2. Identify customers with strong sales performance and initiate actions to extend sales opportunities and sustain customer loyalty. 3.3. Report sales progress to relevant personnel.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Numeracy skills to:	• read and understand numerical sales data.
Technology skills to:	• use business technology to obtain sales data.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRWSLS002 Analyse and achieve sales targets

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- analyse at least one set of organisational and personal sales targets
- monitor and review sales targets over specified workplace sales period
- develop strategies to address under performance with two different customers or two different products
- complete one sales report according to organisational requirements.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - sales planning and evaluation
  - approval processes
  - internal and external communication
  - sales processes
- aspects of legislation that impact sales work:
  - Australian Consumer Law
  - commercial law
  - work health and safety (WHS)
- business plans and targets that affect personal sales targets
- types of parameters for personal sales targets
- sales territory characteristics and features
- different types of business customers and their needs
- internal and external factors affecting attainment of business and personal sales targets
- strategies to address sales under-performance
- features of products and services being sold.

Assessment Conditions

Skills must be demonstrated in a wholesale environment. This can be:

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- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- organisational policies and procedures for sales activities
- a business sales system
- organisational business plans and objectives.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRXCEG004 Create a customer-centric culture

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to manage and ensure the delivery of customer service standards and work with team members to improve customer experiences.

It applies to individuals working in customer service management roles in a diverse range of industry sectors and business contexts. They operate independently with some responsibility for others and decision making, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Customer Engagement

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Promote a customer focused culture.	1.1. Ensure team understanding of and commitment to providing quality customer service and enhancing the customer's experience. 1.2. Promote customer service standards within the team and

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	encourage ownership over delivery of service standards. 1.3. Act as a positive role model displaying customer centric behaviours and consistently delivering on customer service standards.
2. Foster the customer culture.	2.1. Ensure adequate team resourcing to ensure delivery on customer service standards. 2.2. Monitor customer service and take action when standards are not met. 2.3. Provide feedback to team on their ability to meet customer service standards. 2.4. Provide coaching to team members to enhance customer service delivery.
3. Monitor and adjust customer service.	3.1. Seek feedback from team and customers on customer service standards. 3.2. Review customer trends and demands and seek opportunities to enhance customer experience based on findings. 3.3. Develop and document customer service improvement plans in consultation with the team.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRXCEG004 Create a customer-centric culture

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- monitor and review customer service standards, on three different occasions, and document a plan to improve customer service standards based on observations
- demonstrate the following approaches to promoting a customer-centric culture:
  - role-modelling customer service standards
  - observing standard of customer service delivery
  - coaching team members towards improvement
  - identifying and rectifying customer service delivery issues.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- principles of quality customer service:
  - customer expectations
  - enhancing customer experience
- techniques for:
  - coaching others
  - providing performance feedback
  - seeking feedback
  - monitoring and reviewing customer services standards
  - improving customer service standards
- organisational customer services standards:
  - professional service standards
  - designated response times
  - customer service procedures
  - resources required to deliver on customer service standards
- commercial impact of:
  - quality customer service
  - poor customer service

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  - positive and negative customer reviews
- value and role of customer feedback in improving service delivery.

Assessment Conditions

Skills must be demonstrated in a services industry environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- organisational customer service standards:
  - professional service standards
  - designated response times
  - customer service procedures
  - resources required to deliver on customer service standards
- team members and customers; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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SIRXCEG006 Provide online customer service

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to interact with customers using online communication tools. It requires the ability to provide information to customers, handle customer difficulties, and provide customer service and support in an online environment.

It applies to individuals who interact with customers online in a diverse range of businesses with an online presence. They operate with some independence, under limited supervision and guidance from others, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Customer Engagement

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Communicate with customers online.	1.1. Use digital communication tools to communicate with customers online according to organisational online customer

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	service standards and procedures.
	1.2. Communicate with customers online using appropriate communication styles and within designated response times.
	1.3. Use correct spelling and grammar when communicating with customers in written form.
	1.4. Identify and take opportunities to improve customer experience within scope of own responsibility.
	1.5. Promote customer loyalty and repeat business when communicating with customers online.
	1.6. Request referrals, ratings and user-generated content from customers.
	1.7. Monitor customer demand for products and services and inform relevant personnel to ensure customer needs are met.
	1.8. Record customer interactions and feedback according to organisational policies and procedures.
	1.9. Make suggestions for improved customer service standards and procedures to relevant personnel.
2. Respond to customer difficulties online.	2.1. Identify customer difficulties and provide required support.
	2.2. Identify customer dissatisfaction and take action to avoid escalation.
	2.3. Follow organisational online customer service standards and procedures to respond to customer complaints.
	2.4. Refer complex customer complaints to relevant personnel for action.
	2.5. Maintain a professional manner during online customer interactions.
	2.6. Identify consistent and potential customer difficulties and report to relevant personnel to minimise future customer dissatisfaction.
3. Process online refunds and exchanges.	3.1. Identify reasons for refunds and exchanges, and offer a replacement or alternative product or solution to maximise sales opportunities.
	3.2. Process online refunds and exchanges according to organisational policies and procedures.

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Foundation Skills

FOUNDATION SKILLS

Foundation skills essential to performance in this unit, but not explicit in the performance criteria, are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Self-management skills to:	• maintain professionalism in difficult situations related to customer complaints.
Technology skills to:	• use online technology and tools to communicate with customers.

Unit Mapping Information

No equivalent unit

Links

Companion Volume Implementation Guides - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRXCEG006 Provide online customer service

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- identify customer requirements and provide online customer service to address requirements, across four different online customer interactions
- provide service to the above customers following organisational online customer service standards and procedures
- follow organisational customer service standards and procedures to:
  - resolve a customer complaint
  - resolve a customer difficulty
  - process an online refund
  - process an online exchange
- make suggestions for improved online customer service standards and procedures.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- key legal and ethical considerations as related to online customer service provision:
  - Australian Consumer Law
  - privacy
- organisational policies and procedures:
  - processing refunds and exchanges online
  - recording customer information
- organisational online customer service standards:
  - response times
  - communication styles
  - handling customer complaints
  - reporting customer services issues
- key aspects of online communication:
  - written communication techniques
  - appropriate communication styles

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    - role and use of tone in written communication
    - maintaining brand integrity
- common causes of customer complaints and difficulties in an online environment
- online customer service provision and techniques for:
    - identifying customer dissatisfaction
    - handling customer complaints
    - handling customer difficulties
    - generating customer loyalty
    - building rapport with customers
    - seeking referrals and user generated content
- role and impact of customer feedback in an online environment:
    - positive feedback
    - negative feedback
- commercial impact of:
    - unresolved customer complaints
    - customer dissatisfaction
    - refunds and exchanges.

Assessment Conditions

Skills must be demonstrated in a service industries environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- relevant documentation:
    - organisational policies and procedures:
        - processing refunds and exchanges online
        - recording customer information
    - organisational online customer service standards:
        - response times
        - communication styles
        - handling customer complaints
        - reporting customer service issues
- information technology hardware and software
- online communication tools
- online information systems
- online customers with whom the individual can interact. These can be:
    - individuals in an industry workplace, or

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- individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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SIRXMKT003 Manage promotional activities

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to implement, manage and monitor promotional activities and determine effectiveness of promotional activities.

It applies to individuals working in promotions management roles in a diverse range of industry sectors and business contexts. They operate independently with some responsibility for others and decision making, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Marketing

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Implement promotional activity.	1.1. Obtain and review promotional brief from relevant personnel and seek clarification as required. 1.2. Identify internal and external factors that may impact on success of promotional activities and take opportunities to limit or

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	enhance impact. 1.3.Develop promotional objectives in consultation with relevant personnel. 1.4.Review organisational promotional guidelines and arrange required resources. 1.5.Review competitor promotional activity as required. 1.6.Share details of the promotion with team members, and assign relevant tasks and responsibilities.
2. Monitor promotional activity.	2.1.Conduct checks to verify promotional guidelines are being followed. 2.2.Check promotional items for correct display of information, pricing and labelling as required. 2.3.Consult with team members and customers to gain feedback on promotional activity and communicate findings to relevant personnel.
3. Review promotional activity.	3.1.Access and assess sales results for the promotional period. 3.2.Report on promotional activity results and document impact of the promotional activity on sales results.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Writing skills to:	• document promotional activity findings and results.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRXMKT003 Manage promotional activities

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- access a promotions brief and develop promotion objectives for one of the following promotional activities:
  - launch of new product or service
  - promotion of seasonal event
  - promotion of sales event
- coordinate and monitor the above promotional activity across one promotional period
- review activities against objectives by:
  - assessing impact on sales
  - reporting on promotion activity outcomes and impacts.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for promotional activities
- commercial law and legislation relevant to promotional activities
- organisational promotional guidelines
- promotional briefs and their role in marketing activities
- techniques for managing and coordinating promotional activities
- internal and external factors that impact on success of promotional activities including:
  - economic
  - social
  - technological
  - environmental
  - competition
- strategies for improving success of retail promotions
- promotional planning processes:
  - setting objectives
  - allocation of responsibilities

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- resources
- documentation
- monitoring systems
- methods for measuring the success of promotional activities.

Assessment Conditions

Skills must be demonstrated in:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- promotional activities
- relevant documentation:
  - sales results for the specified promotional period
  - promotional brief
  - organisational policies and procedures for promotional activities
  - organisational promotional guidelines
  - relevant commercial law and legislation regarding promotional activities.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRXPDK001 Advise on products and services

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop product and service knowledge and provide information to customers.

This unit applies to individuals working in frontline customer service and sales roles in a diverse range of industry and business contexts. They operate with some independence under general supervision and guidance from others, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Product Knowledge

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Develop product and service knowledge.	1.1. Identify and access sources of information on products and services. 1.2. Interpret information about availability, features and benefits of products and services.

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	1.3.Compare products and services based on product information. 1.4.Identify and use opportunities to update knowledge for the product and service range.
2. Respond to customer requests.	2.1.Answer customer questions about products and services with current and accurate information. 2.2.Use questions to clarify customer information needs. 2.3.Explain product and service details using clear communication. 2.4.Source additional information when answer to customer request is unknown or refer to relevant colleagues.
3. Enhance information provided.	3.1.Identify situations where additional information may assist the customer. 3.2.Advise on alternative products or services that may meet customer needs when requested item is not available. 3.3.Recommend complementary products, specials, new lines and promotions to customers according to their needs.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Numeracy skills to:	• interpret pricing information.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRXPDK001 Advise on products and services

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- access and interpret sources of information on four different products or services
- respond to four different customer inquiries for product or service information that individually or cumulatively require provision of information on all of the following:
  - features and benefits
  - price
  - alternative products or services
  - complementary products or services.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - interactions with customers
  - product or service pricing
- basic key aspects of legislation that impact provision of information for the product or service range:
  - Australian Consumer Law
  - product or service specific legislation
- interpersonal communication techniques:
  - active listening and questioning
  - communication methods which convey information clearly and concisely
- product and service information for the product or service range:
  - features and benefits
  - price
  - care and handling of products
  - availability
  - storage requirements, shelf life and use by date
  - warranties

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- ingredients or materials contained in product
- origins
- alternative products and services
- complementary products and services.

Assessment Conditions

Skills must be demonstrated in a services industries environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- a product or service range
- sources of product information
- relevant documentation:
  - current plain English regulatory documents distributed by government regulators outlining factors that impact provision of information for the product or service range
  - price lists
  - organisational policies and procedures relevant to product and service advice
- customers; these can be:
  - customers in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRXRSK001 Identify and respond to security risks

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to identify security risks related to customers, team members, merchandise and money, and take appropriate action, within scope of job role, to eliminate or minimise those risks.

It applies to individuals at all levels working in frontline roles in a diverse range of industry sectors and business contexts.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Risk Management and Security

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify potential security risks.	1.1. Identify potential risks to merchandise, cash and non-cash, and take swift action to prevent escalation of security risk in line with organisational procedures. 1.2. Identify potential risks to safety of customers, self or team members, and take swift action to prevent escalation of security

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	risk in line with organisational procedures. 1.3. Remain vigilant and alert to potential security risks, and follow organisational policies and procedures to minimise security risks. 1.4. Maintain security of merchandise, cash and non-cash according to organisational procedures.
2. Respond to security breaches.	2.1. Identify security breaches and respond in line with organisational policies and procedures. 2.2. Recognise security breaches outside of scope responsibility and promptly refer to relevant personnel. 2.3. Prioritise personal safety when responding to security breaches.
3. Report on security issues.	3.1. Report suspicious behaviour to relevant personnel. 3.2. Report faulty security equipment to relevant personnel. 3.3. Report on security breaches and ongoing security risks in line with organisational policies and procedures.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Writing skills to:	• complete basic written reports regarding security breaches.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRXRSK001 Identify and respond to security risks

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow organisational policies and procedures to demonstrate the appropriate response, within scope of job role, to four of the following security issues:
  - faulty security equipment
  - suspicious customer behaviour
  - suspicious team member behaviour
  - breaches of cash handling security procedures
  - breaches of merchandise movement security procedures
  - theft of cash
  - theft of merchandise
  - armed robbery
  - individual posing threat to personal safety
- identify potential security risks within the workplace and determine appropriate measures to eliminate the risk.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - use of security equipment
  - suspicious customer behaviour
  - suspicious team member behaviour
  - armed robbery
  - cash and non-cash security
  - merchandise security
  - theft
  - responding to security breaches
  - reporting security risks and breaches
  - surveillance of merchandise

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  - personal security
- common security risks within the retail workplace and techniques to:
  - identify risk
  - minimise risk
- impacts of security breaches on individuals and organisation:
  - emotional distress
  - financial loss
  - commercial loss.

Assessment Conditions

Skills must be demonstrated in a services industry environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- organisational policies and procedures relevant to security as listed in the Knowledge Evidence
- customers and team members; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment
- assessment activities that allow the individual to work with commercial speed and timing.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRXSLS001 Sell to the retail customer

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to deliver quality customer service and sell to retail customers. It requires the ability to determine customer needs, match products and services to their needs, and facilitate a sale.

This unit applies to all retail sectors and business sizes from large format stores to small independents. It applies to retail personnel at all levels who play a role in engaging with customers with the purpose of selling.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Sales

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Establish customer needs.	1.1. Connect with the customer within designated response times and establish rapport. 1.2. Use questioning and active listening to facilitate effective two-way communication.

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	1.3. Observe and determine appropriate level of interaction based on customer verbal and non-verbal cues. 1.4. Determine and clarify customer preferences, needs and expectations.
2. Provide advice on products and services.	2.1. Use product and service knowledge to tailor options to specific customer needs, and offer alternatives when product is unavailable. 2.2. Clearly explain and promote product and service features and benefits where relevant. 2.3. Advise on promotional events where relevant. 2.4. Provide additional information to address customer questions and objections. 2.5. Offer comparisons to competitor product or service range as required. 2.6. Collaborate with the customer to determine product or service option most suited to their needs. 2.7. Take opportunities to upsell and cross sell products and services that enhance customer request and maximise profitability of sale.
3. Facilitate the sale of products and services.	3.1. Select and use appropriate techniques to close sale. 3.2. Direct the customer to designated point-of-sale and process sale, as required, according to organisational procedures. 3.3. Farewell customer on leaving, and invite to return. 3.4. Provide any required after sales service according to organisational procedures.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Reading skills to:	• interpret:
	  • detailed in-house and supplier product information documents
	  • plain English documents that outline organisational customer service policy and procedures.

Numeracy skills to:	• interpret basic fee information from in-house documents and complete basic pricing calculations.
Problem-solving skills to:	• respond to customer objections and provide appropriate solutions to satisfy customer needs.
Technology skills to:	• use technologies equipped with search functionality and information systems to source product and service information.

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Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRXSLS001 Sell to the retail customer

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- interact with four different retail customers to initiate and close the sale of different retail products or services
- demonstrate the following during the above customer interactions:
  - appropriate communication
  - establishment and clarification of customer needs, wants and expectations
  - product and/or service knowledge
  - appropriate sales approach to sell benefits and features of products and/or services
  - overcome objections and close sales
  - upsell and/or cross sell additional products and/or services that complement the sale
  - promotion of customer loyalty and repeat sales.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- appropriate body language for customer service
- basic principles of positive customer service and sales
- open and closed questioning techniques related to the sale of product and services
- verbal and non-verbal cues indicating customer understanding of information
- techniques for effective communication with customers of diverse backgrounds:
  - cultural diversity
  - special needs
- sales techniques:
  - opening techniques
  - recognising buying signals
  - strategies to focus customer on specific products and services
  - selling add-ons and complementary products
  - overcoming customer objections
  - closing techniques

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- primary components of consumer protection laws that relate to selling products and services, especially organisational responsibility for supplying products and services as described or substituting suitable products and services when unable
- primary components of privacy law, and actions that retail business must take to protect privacy of customer information
- for the specific retail sector:
  - professional service standards and protocols for retail industry personnel
  - attitudes and attributes expected by the retail industry to work with customers
  - different customer service needs and expectations
- for the particular retail organisation:
  - product and service knowledge:
    - product and service range offering
    - product specifications, features and benefits
  - designated response times for providing customer service
  - customer service procedures including recording of and storing customer details.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- relevant documentation:
  - organisational policies and procedures for:
    - customer service
    - sale of products and services
    - resolving customer complaints
    - collection and storage of customer details
  - organisational product information and price lists
  - supplier brochures, information sheets and price lists
  - promotional activity information
  - current plain English regulatory documents distributed by government regulators for:
    - consumer protection law
    - privacy law
- customers with whom the individual can interact to sell products and services; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation

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- assessment activities that allow the individual to:
  - work within commercial speed, timing and productivity
  - manage tasks and contingencies in the context of the job role.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRXSLS003 Achieve sales results

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to drive the sales of products and services, and create a sales environment, to meet sales targets.

It applies to individuals working in frontline management roles in a diverse range of industry sectors and business contexts. They operate independently with some responsibility for others and decision making, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Sales

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify sales targets.	1.1. Access and review sales targets. 1.2. Ensure sales targets are achievable and allow customer service standards to be maintained. 1.3. Review internal and external factors that may affect sales achievement and take measures to reduce impact.

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	1.4. Review past sales performance to inform achievement of sales targets. 1.5. Determine sales strategies for achieving sales targets.
2. Create a sales environment.	2.1. Set and communicate team and individual sales targets. 2.2. Ensure availability of adequate resources to achieve sales targets. 2.3. Support team to achieve sales targets and provide feedback on performance. 2.4. Resolve or limit operational issues that hinder sales target achievement.
3. Review sales targets.	3.1. Monitor achievement of sales targets, and provide feedback to team for ongoing improvement. 3.2. Take corrective action when sales targets are not met. 3.3. Report on sales target achievement in line with organisational reporting procedures.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRXSLS003 Achieve sales results

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- monitor sales performance against sales targets over a designated organisational sales period by:
  - reviewing sales targets and determining strategies for achievement
  - communicating sales targets to team members
  - responding to the following situations:
    - sales targets consistently not achieved
    - sales targets achieved
    - internal factors impacting on sales
    - external factors impacting on sales.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - customer service
  - sales process
- internal factors impacting on sales:
  - lack of resources
  - stock issues
  - team lacking sales skills
- external factors impacting on sales:
  - competitor activity
  - operating environmental impacts
- strategies for:
  - interpreting sales targets
  - achieving sales targets
  - corrective action for response to poor performance
- sales processes and how they are used to achieve sales targets
- required action to improve sales when the following problems occur:

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- operational issues
- lack of resources
- stock issues
- competitor activity.

Assessment Conditions

Skills must be demonstrated in a services industry environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- relevant documentation:
  - organisational policies and procedures for sales process and customer service standards
  - sales targets
  - records of previous sales
- team members; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SITHFAB002 Provide responsible service of alcohol

Modification History

Version	Comments
Release 1.0 updated on 2 March 2023	Minor changes to Knowledge Evidence in Assessment Requirements

Application

This unit describes the performance outcomes, skills and knowledge required to responsibly sell or serve alcohol.

Responsible practices must be undertaken wherever alcohol is sold or served, including where alcohol samples are served during on-site product tastings. This unit, therefore, applies to any workplace where alcohol is sold or served, including all types of hospitality venues, packaged liquor outlets and wineries, breweries and distilleries.

The unit applies to all levels of sales personnel involved in the sale, service and promotional service of alcohol in licensed premises. Those selling or serving alcohol may include food and beverage attendants; packaged liquor sales persons selling in person, over the phone or online; winery, brewery and distillery cellar door staff; and supplier sales representatives. The unit also applies to security staff who monitor customer behaviour and to the licensee who is ultimately responsible for responsible service of alcohol (RSA) management.

The unit incorporates the knowledge requirements, under state and territory liquor licensing law, for employees engaged in the sale or service of alcohol.

Certification requirements differ across states and territories. In some cases all people involved in the sale, service and promotional service of alcohol in licensed premises must be certified in this unit. This can include the licensee and security staff.

This unit covers the RSA skill and knowledge requirements common to all States and Territories. Some legislative requirements and knowledge will differ across borders. In some cases after completion of this unit, state and territory liquor authorities require candidates to complete a bridging course to address these specific differences.

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Those developing training to support this unit must consult the relevant state or territory liquor licensing authority to determine any accreditation arrangements for courses, trainers and assessors.

Pre-requisite Unit

Nil

Competency Field

Food and Beverage

Unit Sector

Hospitality

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Sell or serve alcohol responsibly.	1.1. Sell or serve alcohol according to provisions of relevant state or territory legislation, licensing requirements and responsible service of alcohol principles. 1.2. Where appropriate, request and obtain acceptable proof of age prior to sale or service. 1.3. Provide accurate information to customers on alcoholic beverages according to organisation or house policy and government legislation. 1.4. Assist customers with information on the range of non-alcoholic beverages available for purchase. 1.5. Identify issues related to the sale or service of alcohol to different types of customers, especially those at risk, and incorporate them into sales or service.
2. Assist customers to drink within appropriate limits.	2.1. Prepare and serve standard drinks or samples according to industry requirements and professional standards. 2.2. Use a professional manner to encourage customers to drink within appropriate limits. 2.3. Recognise erratic drinking patterns as an early sign of possible intoxication and take appropriate action. 2.4. Monitor emotional and physical state of customers for

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	signs of intoxication and effects of illicit or other drug use. 2.5. Where appropriate, offer food and non-alcoholic beverages. 2.6. Decline requests for alcohol to be dispensed in a manner that is irresponsible and advise customers of the reasons for the refusal.
3. Assess alcohol affected customers and identify those to whom sale or service must be refused.	3.1. Assess intoxication levels of customers using appropriate methods. 3.2. When assessing intoxication, take into account factors that may affect individual responses to alcohol. 3.3. Identify customers to whom sale or service must be refused according to state and territory legislation.
4. Refuse to provide alcohol.	4.1. Refuse sale or service in a professional manner, state reasons for the refusal, and where appropriate point out signage. 4.2. Provide appropriate assistance to customers when refusing service. 4.3. Where appropriate, give customers a verbal warning and ask them to leave the premises according to organisational or house requirements, the specific situation, and provisions of state or territory legislation and regulations. 4.4. Use appropriate communication and conflict resolution skills to handle difficult situations. 4.5. Refer difficult situations beyond the scope of own responsibility to the appropriate person. 4.6. Promptly identify situations that pose a threat to the safety or security of colleagues, customers or property, and seek assistance from appropriate colleagues according to organisational policy.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION

Reading skills to:	• read at times complex information in:
	  • general regulatory and advisory information issued by local, or state and territory liquor licensing authorities
	  • in house policies and procedures
	  • specific provisions of relevant state or territory legislation and

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	licensing requirements • read a range of identification (ID) and proof of age documents, statutory signage, and warning signs and wording within in house policies and procedures.
Oral communication skills to:	• provide complex information on responsible service of alcohol laws in a way that is easily understandable for customers • speak firmly and clearly with intoxicated customers in a manner that de-escalates conflict.
Numeracy skills to:	• measure and calculate standard drinks or samples • determine customer's age from date of birth on ID and proof of age documents.
Learning skills to:	• source relevant information on laws, regulations and codes of practice or conduct relating to responsible service of alcohol and continuously update knowledge of changes in that information.
Teamwork skills to:	• share customer information with team members to ensure proper responsible service of alcohol practices within the organisation.
Self-management skills to:	• deal with hostile and uncooperative customers in a professional manner and in line with organisational procedures.

Unit Mapping Information

SITHFAB201 Provide responsible service of alcohol

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITHFAB002 Provide responsible service of alcohol

Modification History

Version	Comments
Release 1.0 updated on 2 March 2023	Minor changes to Knowledge Evidence in Assessment Requirements

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- interpret the legal requirements for responsible sale or service of alcohol for the local state or territory law
- document organisational policies and procedures that must be followed for the responsible sale or service of alcohol
- identify at least three early indicators of intoxication and identify suitable intervention strategies to prevent intoxication
- demonstrate procedure to refuse sale or service of alcohol and assist each of the following groups of intoxicated customers:
  - those in emotional or physical distress
  - those with no food consumption during extended service of alcohol
  - those who appear to be under the effect of illicit substances or other drugs
- demonstrate organisational or house requirements and use effective communication and conflict-resolution skills when asking the following different intoxicated customers to leave the premises:
  - one compliant customer
  - one difficult customer refusing to leave.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- public interest reasons for implementing responsible service of alcohol (RSA) practices:
  - government and community concern with alcohol misuse and abuse
  - alcohol-impaired driving accidents, crime, public violence, family violence and anti social behaviour associated with alcohol abuse
- ways of assessing intoxication:

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    - observing changes in behaviour
    - observing emotional and physical state
    - monitoring noise levels and drink purchases
- customers to whom sale or service must be refused according to state and territory legislation:
    - minors and those purchasing on behalf of minors
    - intoxicated persons
    - persons affected by the consumption of illicit and other drugs
- impact of excessive drinking on:
    - local neighbourhood and community
    - the night-time economy
    - premises and staff
    - customers
    - particular types of customers who are at heightened risk:
        - minors
        - people affected by the consumption of illicit and other drugs
        - women, particularly pregnant women
        - young people
    - physical and mental health of individuals who drink to excess
    - productivity of individuals who drink to excess
    - those around the person drinking to excess:
        - family
        - friends
        - colleagues
    - government agencies:
        - local police
        - health facilities
        - road authorities
        - local councils
- key agencies and how to source relevant information on laws, regulations and codes of practice or conduct
- methods of supplying information on responsible sale or service of alcohol to customers:
    - use of fact sheets and advertising material that comply with legislative requirements
    - use of mandatory signage
    - verbally
    - websites
- current promotional and strategic community education campaigns developed and conducted by agencies and industry groups
- effects of alcohol on:
    - emotional state

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    - health
    - physical alertness
- factors that affect individual responses to alcohol:
    - food consumption
    - gender
    - general health
    - rate of consumption
    - other substances taken
    - weight
- time for effects of alcohol to be registered
- what constitutes a standard drink for different beverage types and acceptable measures of alcohol:
    - types and strengths of standard drinks
    - alcoholic percentages of a range of frequently sold alcoholic beverages
- indicators of erratic drinking patterns:
    - mixing a wide range of drink types
    - drinking quickly and asking for more immediately
    - ordering more than one drink for own consumption
    - mixing alcohol consumption with consumption of prescription or illicit drugs
    - consistently returning to the tasting site to request more samples
    - ordering multiple samples
    - ordering large samples
    - ordering ‘triple shots’ or extra-large drinks
- ways of assessing customers affected by the consumption of illicit and other drugs
- communications methods used when refusing service:
    - using open and non-aggressive body language
    - using a number of strategies to defuse a situation:
        - taking the person away from an audience
        - blaming the refusal on ‘the law’
    - monitoring the reactions of other customers
    - picking early warning signs and intervening before the person is intoxicated
    - not using physical touch or body language
    - remaining calm and using tactful language
- appropriate means of assistance to be offered when refusing service:
    - assisting the customer to connect with their designated driver
    - offering alternatives to alcohol:
        - food
        - non-alcoholic drinks
    - organising transport for customers wishing to leave
    - providing information on taxis

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- principles of responsible delivery of packaged liquor:
  - ensuring adequate instruction to person delivering liquor
  - seeking proof that the delivery is being received by a person over the age of 18
  - procedures for delivering alcohol to an unoccupied premises
- principles of responsible service of alcohol, and their purpose and benefits
- principles of harm minimisation and community safety described in the jurisdiction's liquor legislation
- strategies to minimise the harm associated with liquor abuse:
  - those laid down in legislation and codes of conduct developed by government agencies and industry groups
  - organisational policies that are designed to reduce the harm associated with liquor abuse
- key provisions of liquor laws and regulations at a depth relevant to the scope of job responsibility in licensed premises and the following general requirements of liquor legislation and information that must be customised for each State or Territory:
  - legislative definition of intoxication; intoxicated person and unduly intoxicated
  - role of individual staff members and supervisors or managers in providing responsible service of alcohol, and seller or server duty of care and liability
  - requirement to adopt and use statutory signage on the premises for the entire range of circumstances applicable to the organisation
  - requirements for mandatory content of warning signs and wording in advertising or promotional material of any form
  - requirements relating to the remote sale and delivery of alcohol sales generated via the telephone, fax, email, internet or mail
  - requirements for proof of age and obligations to minors under local legislation
  - provisions for retaining and reporting falsified proof of age documents
  - provisions for requiring someone to leave the premises
  - transportation options for customers who have been removed from the premises
  - procedures for barring customers from premises
  - opening and closing hour provisions
  - requirements for monitoring noise and disturbances in and around licensed premises
  - requirements described by an in house policy, standard or code of practice or conduct for patrons and RSA staff in regard to responsible serving principles adopted by venue management
  - organisational training and training record keeping requirements to maintain currency in RSA certification
  - products that are banned or undesirable when responsibly selling or serving alcohol
  - personal and business implications of breaching any laws, regulations, government or industry-driven codes of practice or conduct
  - offences relating to the sale or service of alcohol and ramifications of non-compliance with the law and industry codes for the organisation, licensee and individual staff members

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- legal restrictions on alcohol use customised to state or territory legislation
- intoxication provisions of liquor licensing laws
- legal drink and drive limits customised to state or territory legislation
- organisation specific policies and procedures for the responsible sale or service of alcohol.

Assessment Conditions

Skills must be demonstrated in an operational hospitality environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- measures used to serve standard drinks or samples
- organisation specifications:
  - signage:
    - signs that comply with wording required by legislation
    - standard promotional signs issued by the relevant state or territory licensing authority
    - warning notices within any form of advertising
  - information and plain English fact sheets distributed by government regulators and industry bodies
  - contact information on taxis and available transport options for intoxicated customers
- industry-realistic range of customers to whom alcohol is sold or served; these can be:
  - customers in an industry workplace during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITHFAB012 Provide advice on Australian wines

Modification History

Not applicable.

Application

his unit describes the performance outcomes, skills and knowledge required to evaluate a range of Australian wines; provide advice to customers on their selection; and continuously extend personal product knowledge.

The unit applies to hospitality, winery, retail and wholesale organisations that sell Australian wines.

It applies to personnel who operate independently or with limited guidance from others and who have substantial specialist knowledge of Australian wines. This includes beverage sales consultants, winery sales staff, bar specialists, sommeliers, and senior bar and food and beverage attendants.

The sale and service of alcohol is subject to the provisions of Responsible Service of Alcohol (RSA) law in each state and territory of Australia. Skills and knowledge for compliance with this law are covered by the prerequisite unit SITHFAB002 Provide responsible service of alcohol.

Pre-requisite Unit

SITHFAB002 Provide responsible service of alcohol

Competency Field

Food and Beverage

Unit Sector

Hospitality

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Evaluate Australian wines.	1.1. Identify and examine the characteristics of Australian wines from all major and emerging Australian wine regions using the full range of sensory evaluation techniques. 1.2. Review other information about viticulture and specific wine styles, regions and production methods to complement sensory evaluation process. 1.3. Develop informed opinions about Australian wines that support work as a specialist in wine.
2. Handle, store and monitor Australian wine products.	2.1. Store and cellar Australian wine according to particular requirements of different wines. 2.2. Monitor wine quality and recognise impaired quality based on in-depth knowledge of Australian wines. 2.3. Resolve issues with wine quality through appropriate corrective action. 2.4. Decant wines using techniques appropriate to the variety, style and vintage of wine.
3. Advise customers on Australian wines.	3.1. Provide accurate information and assistance on different Australian wine options. 3.2. Discuss and debate wine characteristics, origins and production methods, taking account of customer level of wine knowledge. 3.3. Take account of business considerations when providing advice and make adjustments accordingly. 3.4. Assist customers with wine selections according to taste, price preferences and other specific needs.
4. Extend and update knowledge of Australian wines.	4.1. Conduct formal and informal research to access current, accurate and relevant information about wines. 4.2. Identify customer taste trends based on customer contact and workplace interactions. 4.3. Source information on current and emerging beverage service trends and customer preferences. 4.4. Provide informed input about Australian wines to support organisational activities.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement

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SKILLS	DESCRIPTION
Reading skills to:	• comprehend detailed product information, promotional material and reviews about Australian wines.
Writing skills to:	• summarise notes, and record information in basic documents, information sheets and files.
Oral communication skills to:	• discuss and debate different ideas and opinions about products.
Learning skills to:	• review own knowledge of Australian wines and participate in activities that continuously update it.
Problem-solving skills to:	• identify product faults and make judgments about appropriate remedial action.
Planning and organising skills to:	• schedule regular checks on the storage of beverage products.
Self-management skills to:	• take responsibility for sourcing and updating current and emerging product information.

Unit Mapping Information

SITHFAB305 Provide advice on Australian wines

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITHFAB012 Provide advice on Australian wines

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- discuss the characteristics of each of the following Australian wines with different customers on three different occasions:
  - red and white
  - blended wines
  - sparkling wines
  - ports
  - popular fortified wines
  - dessert wines
- demonstrate the correct application of each of the following sensory evaluation techniques to evaluate wines:
  - assessing balance of wine features on the palate
  - smell or nose appraisal
  - taste appraisal
  - visual appraisal
- provide current, accurate and relevant advice to each of the above customers on their selection to meet different taste and price preferences
- maintain and continuously extend personal product knowledge to enhance workplace activities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- full range of sensory evaluation techniques and their relevance to different types of wines:
  - assessing balance of wine features on the palate
  - smell or nose appraisal:
    - techniques for releasing aroma and bouquet
    - recognising ‘off’ odours
    - assessing intensity of aromas
    - describing smell characteristics

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    - assessing age
  - taste appraisal:
    - techniques for releasing wine flavours (sucking in air, swirling wine over taste buds)
    - spitting techniques
    - recognising acidity, sweetness, weight or body, length, note, and wine faults
  - visual appraisal:
    - wine swirling and glass handling
    - use of light and background
    - intensity and type of colour
    - clarity
    - identifying ‘legs’ or ‘tears’ to assess alcohol or glycerol content
- structure, history, trends and philosophies of the Australian wine industry and beverage service
- past, current and emerging trends in the Australian wine industry:
  - contemporary eating and drinking habits
  - cultural and ethnic influences
  - major events and festivals
  - media influence
  - seasonal and popular influences
- place of Australian wines in the international marketplace
- general understanding of the operation of wine shows and wine medal systems in an Australian context
- characteristics of major Australian wines from all major and emerging Australian wine regions:
  - red:
    - cabernet sauvignon
    - shiraz
    - pinot noir
    - merlot
    - grenache
  - white:
    - semillon
    - sauvignon blanc
    - riesling
    - chardonnay
    - pinot gris
  - blended wines
  - sparkling wines
  - port:
    - tawny

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    - vintage
  - popular fortified wines:
    - apera
    - muscat
    - topaque
  - dessert wines
- characteristics for each wine region:
  - different wine types and their styles
  - different production methods
  - label terminology and interpretation
  - major regional variations
  - principal grape varieties used in wine types
  - how Australian wine types and styles compare with imported wines
- broad overview of Australian geography and its impact on wine growing
- climatic classification of Australian grape-growing regions registered by the Geographical Indications Committee
- factors that influence character of wine
- impact of vineyard and viticultural techniques affecting taste and style of wine
- annual cycle of a general vineyard and regional specific cycles
- wine production methods and variations for white, red, sparkling and fortified wines:
  - basic wine production steps and variations for different wines
- new world approaches to wine making
- specific production techniques for:
  - white wine
  - red wine
  - sparkling wines
  - fortified wines
- factors that affect style and quality of wine:
  - climate
  - soil
  - grape variety
  - viticultural techniques
  - storage
  - vinification techniques
- key structural components in wine and their impact on taste:
  - alcohol
  - tannin
  - sugar
  - fruit flavour
- indicators of quality in wines, and analysis and diagnosis of wine faults or impairments:

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    - oxidation
    - tartrates
    - cloudiness
    - cork faults
    - presence of hydrogen sulphide
- organisational activities for which knowledge of Australian wines is required:
    - conducting product tastings and tours
    - providing product advice and selling beverages to customers
    - selecting or assisting with selection of products from suppliers
    - writing or providing input into:
        - beverage menus
        - beverage lists
    - food and beverage matching menus
- wine service techniques:
    - serving aged wines
    - processes for decanting wine
- storage and cellaring requirements for a range of wines and reasons for them:
    - amount of ultraviolet (UV) light
    - humidity
    - shelf life
    - stock rotation
    - temperature fluctuations
    - vibrations
- contributing factors of a successful wine list
- business considerations in the provision of information and advice on wines:
    - current stock
    - profitability requirements
    - range being promoted
    - stock availability
    - supplier arrangements
- overview of types of foods that match successfully with different wines
- formal and informal research methods to extend and update knowledge:
    - attending trade shows
    - attending wine tastings
    - joining associations and industry bodies
    - reading general and trade media and supplier information
    - reading wine reference books
    - talking to product suppliers, winemakers and vineyard managers
    - using the internet.

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Assessment Conditions

Skills must be demonstrated in an operational wine sales or service environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- fixtures and large equipment:
  - bar service area
  - refrigerator
  - storage area for glassware and drinks
- stock:
  - wide commercial range of Australian wines
- organisational specifications:
  - information on wines currently listed in the Australian Wine and Brandy Corporation Register of Protected Names
  - price lists
  - promotional materials
  - product information, product reviews and information on production methods
  - promotional materials and details of presentation sessions
  - reference texts on Australian wines
  - organisational safety procedures
  - wine lists
- industry realistic ratios of staff to customers; these can be:
  - staff and customers in an industry workplace during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITHFAB013 Provide advice on imported wines

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to evaluate a range of imported wines, provide advice to customers on their selection, and continuously extend personal product knowledge.

The unit applies to hospitality, winery, retail and wholesale organisations that sell imported wines.

It applies to personnel who operate independently or with limited guidance from others and who have substantial specialist knowledge of imported wines. This includes beverage sales consultants, winery sales staff, bar specialists, sommeliers and senior bar and restaurant personnel.

The sale and service of alcohol is subject to the provisions of Responsible Service of Alcohol (RSA) law in each state and territory of Australia. Skills and knowledge for compliance with this law are covered by the prerequisite unit SITHFAB002 Provide responsible service of alcohol.

Pre-requisite Unit

SITHFAB002 Provide responsible service of alcohol

Competency Field

Food and Beverage

Unit Sector

Hospitality

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Evaluate imported wines.	1.1. Identify and examine the characteristics of a range of imported wines using the full range of sensory evaluation techniques. 1.2. Review other information about viticulture and specific imported wine styles, regions and production methods to complement the sensory evaluation process. 1.3. Develop informed opinions about imported wine that support work as a specialist in wine.
2. Handle, store and monitor imported wine products.	2.1. Store and cellar imported wine according to particular requirements of different wines. 2.2. Monitor wine quality and recognise impaired quality based on in-depth knowledge of wines. 2.3. Resolve issues with wine quality through appropriate corrective action. 2.4. Decant wines using techniques appropriate to the variety, style and vintage of wine.
3. Advise customers on imported wines.	3.1. Provide accurate information and assistance about different imported wine options. 3.2. Discuss and debate wine characteristics, origins and production methods, taking account of customer level of wine knowledge. 3.3. Take account of business considerations when providing advice and make adjustments accordingly. 3.4. Assist customers with wine selections according to taste, price preferences and other specific needs.
4. Extend and update own knowledge of imported wines.	4.1. Conduct formal and informal research to access current, accurate and relevant information about imported wines. 4.2. Identify trends in customer tastes based on direct contact and workplace interaction. 4.3. Source information on current and emerging beverage service trends and customer preferences. 4.4. Provide informed input about imported wines to support organisational activities.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

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SKILLS	DESCRIPTION
Reading skills to:	• comprehend detailed product information, promotional material and reviews about imported wines.
Writing skills to:	• summarise notes, and record information in basic documents, information sheets and files.
Oral communication skills to:	• discuss and debate different ideas and opinions about products.
Learning skills to:	• review own knowledge of imported wines and participate in activities that continuously update it.
Problem-solving skills to:	• identify product faults and make judgments about appropriate remedial action.
Planning and organising skills to:	• schedule regular checks on the storage of beverage products.
Self-management skills to:	• take responsibility for sourcing and updating current and emerging product information.

Unit Mapping Information

SITHFAB306 Provide advice on imported wines

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITHFAB013 Provide advice on imported wines

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- discuss the characteristics of imported wines with different customers on three different occasions referencing wines from both old world and new world regions as listed in the knowledge evidence
- demonstrate the correct application of each of the following sensory evaluation techniques to evaluate wines:
  - assessing balance of wine features on the palate
  - smell or nose appraisal
  - taste appraisal
  - visual appraisal
- provide current, accurate and relevant advice to each of the above customers on their selection to meet different taste and price preferences
- maintain and continuously extend personal product knowledge to enhance organisational activities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- full range of sensory evaluation techniques and their relevance to different types of wines:
  - assessing balance of wine features on the palate
  - smell or nose appraisal:
    - techniques for releasing aroma and bouquet
    - recognising ‘off’ odours
    - assessing intensity of aromas
    - describing smell characteristics
    - assessing age
  - taste appraisal:
    - techniques for releasing wine flavours (sucking in air, swirling wine over taste buds)
    - spitting techniques

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        - recognising acidity, sweetness, weight or body, length, note, and wine faults
    - visual appraisal:
        - wine swirling and glass handling
        - use of light and background
        - intensity and type of colour
        - clarity
        - identifying ‘legs’ or ‘tears’ to assess alcohol or glycerol content
- structure, history, trends and philosophies of:
    - international wine industry
    - major international wine producing nations
    - general understanding of the operation of wine shows and wine medal systems in an international context
- characteristics of major imported wines from:
    - old world regions:
        - France
        - Italy
        - Spain
        - other European countries
    - new world regions:
        - New Zealand
        - South Africa
        - South America
- characteristics for each wine region:
    - different wine types and their styles
    - different production methods
    - label terminology and interpretation
    - major regional variations
    - principal grape varieties used in wine types
    - a broad overview of wine production and naming laws
- past, current and emerging trends in the imported wine industry:
    - contemporary eating and drinking habits
    - cultural and ethnic influences
    - major events and festivals
    - media influence
- seasonal and popular influences
- broad overview of relevant geography and its impact on wine growing
- impact of the vineyard and viticultural techniques affecting the taste and style of wine
- annual cycle of a general vineyard and regional specific cycles
- wine production methods and variations for white, red, sparkling and fortified wines:
    - basic wine production steps and variations for different wines

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    - old world approaches to wine making and attitudes to new world wine making
    - specific production techniques for:
        - white wine
        - red wine
        - sparkling wines
        - fortified wines
- factors that affect the style and quality of wine:
    - climate
    - soil
    - grape variety
    - viticultural techniques
    - storage
    - vinification techniques
- key structural components in wine and their impact on taste:
    - alcohol
    - tannin
    - sugar
    - fruit flavour
- indicators of quality in wines and analysis and diagnosis of wine faults or impairments:
    - oxidation
    - tartrates
    - cloudiness
    - cork faults
    - presence of hydrogen sulphide
- organisational activities for which knowledge of imported wines is required:
    - conducting product tastings and tours
    - providing product advice and selling beverages to customers
    - selecting or assisting with selection of products from suppliers
    - writing or providing input into:
        - beverage menus
        - beverage lists
    - food and beverage matching menus
- wine service techniques:
    - serving aged wines
    - processes for decanting wine
- storage and cellaring requirements for a range of wines and reasons for them:
    - amount of ultraviolet (UV) light
    - humidity
    - shelf life
    - stock rotation

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    - temperature fluctuations
    - vibrations
- contributing factors of a successful wine list
- business considerations in the provision of information and advice on wines:
    - current stock
    - profitability requirements
    - range being promoted
    - stock availability
    - supplier arrangements
- overview of types of foods that match successfully with different wines
- formal and informal research methods to extend and update knowledge:
    - attending trade shows
    - attending wine tastings
    - joining associations and industry bodies
    - reading general and trade media and supplier information
    - reading wine reference books
    - talking to product suppliers, winemakers and vineyard managers
    - using the internet.

Assessment Conditions

Skills must be demonstrated in an operational wine sales or service environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- fixtures and large equipment:
    - bar service area
    - refrigerator
    - storage area for glassware and drinks
- stock:
    - wide commercial range of imported wines from the regions specified in the performance evidence
- organisational specifications:
    - price lists
    - promotional materials
    - product information, product reviews and information on production methods
    - promotional materials and details of presentation sessions
    - reference texts on imported wines
    - organisational safety procedures

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  - wine lists
- industry realistic ratios of staff to customers; these can be:
  - staff and customers in an industry workplace during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITHPAT005 Produce petits fours

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to produce, using standard recipes, specialised petits fours which require finishing, decoration and presentation of a high order. It requires the ability to select, prepare and portion ingredients and to use equipment and a range of cookery methods to make, fill, assemble and decorate specialised petits fours.

The unit applies to hospitality and catering organisations that produce and serve specialised patisserie products, including hotels, restaurants and patisseries.

It applies to patissiers who usually work under the guidance of more senior chefs.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

SITXFSA001 Use hygienic practices for food safety

Competency Field

Patisserie

Unit Sector

Hospitality

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to demonstrate

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essential outcomes.	achievement of the element.
1. Select ingredients.	1.1. Confirm food production requirements from food preparation list and standard recipes. 1.2. Calculate ingredient amounts according to requirements. 1.3. Identify and select ingredients from stores according to recipe, quality, freshness and stock rotation requirements.
2. Select, prepare and use equipment.	2.1. Select type and size of equipment suitable to requirements. 2.2. Safely assemble and ensure cleanliness of equipment before use. 2.3. Use equipment safely and hygienically according to manufacturer instructions.
3. Portion and prepare ingredients.	3.1. Sort and assemble ingredients according to food production sequencing. 3.2. Weigh and measure wet and dry ingredients according to the recipe and quantity of petits fours required. 3.3. Minimise waste to maximise profitability of petits fours produced.
4. Cook bases, fillings and coatings.	4.1. Use cookery methods for bases, fillings and coatings to achieve desired product characteristics. 4.2. Follow standard recipes and make ***food quality adjustments*** within scope of responsibility. 4.3. Pipe a selection of small choux paste shapes. 4.4. Prepare and blind bake sweet paste in small moulds or tins in a variety of shapes. 4.5. Select baking conditions, required oven temperature and bake petit four bases. 4.6. Cool bases in appropriate conditions to retain optimum freshness and product characteristics.
5. Prepare iced petits fours.	5.1. Cut sponges and bases into a variety of shapes. 5.2. Fill and assemble petits fours according to standard recipe specifications. 5.3. Prepare icing at the correct temperature. 5.4. Ice petits fours with icing of a consistency that achieves required coating thickness and surface gloss. 5.5. Apply icing to ensure a smooth and seamless finish. 5.6. Design and use decorations that enhance flavour and appeal.
6. Prepare fresh petits fours.	6.1. Select pre-cooked small choux and sweet pastry shapes. 6.2. Fill and assemble fresh petits fours according to standard recipe specifications. 6.3. Use appropriate garnishes, glazes and finishes to enhance flavour and visual appeal.
7. Prepare marzipan petits fours.	7.1. Flavour and colour marzipan according to the recipe and soften with egg whites if required.

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	7.2. Pipe or model marzipan by hand or shape with the aid of moulds to produce mini-size fruits.
	7.3. Seal marzipan fruits with cocoa butter or food lacquer using applied heat to preserve desired eating characteristics.
8. Prepare caramelised petits fours.	8.1. Select and coat fresh fruits or fruit segments with pale amber coloured caramel.
	8.2. Sandwich dried fruits or nuts or fill with flavoured marzipan and coat with pale amber coloured caramel.
9. Present and store petits fours.	9.1. Visually evaluate petits fours and ***adjust presentation*** before displaying.
	9.2. Use suitable receptacles to attractively present petits fours according to organisational standards.
	9.3. Display petits fours in appropriate conditions to retain optimum freshness and product characteristics.
	9.4. Store petits fours in appropriate ***environmental conditions***.
	9.5. Clean work area, and dispose of or store surplus and re-usable by-products according to organisational procedures, environmental considerations, and cost-reduction initiatives.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• locate information in food preparation lists and standard recipes to determine preparation requirements • locate and read date code and stock rotation labels.
Oral communication skills to:	• express opinion about petits fours, advising on most appropriate selection and ingredients.
Writing skills to:	• write notes on recipe requirements and calculations.
Numeracy skills to:	• determine cooking times and temperatures suitable to the type of petits fours being prepared.
Problem-solving skills to:	• evaluate quality of ingredients and finished petits fours and make adjustments to ensure a quality product • adjust taste, texture and appearance of food products according to identified deficiencies.
Planning and organising skills to:	• efficiently sequence the stages of food preparation and production.

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Self-management skills to:	• manage own speed, timing and productivity.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Food quality adjustments must involve consideration of factors relating to:	• ratio of wet to dry ingredients • taste • temperature • texture.

Adjusting presentation must involve consideration of:	• fillings, icings and decorations to maximise visual appeal:
	  • balance
	  • colour
	  • contrast
	• plating food for practicality of:
	  • customer consumption
	  • service
	• wiping drips and spills.

Environmental conditions must ensure appropriate:	• atmosphere • humidity • light • packaging • temperature • use of containers • ventilation.

Unit Mapping Information

SITHPAT305 Produce petits fours

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Links

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Assessment Requirements for SITHPAT005 Produce petits fours

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow classical and contemporary standard recipes to safely and hygienically produce and decorate two different types of petits fours from each of the following main groups:
  - iced petits fours
  - fresh petits fours
  - marzipan petits fours
  - caramelised petits fours
- use each of the following flavoured fillings at least once when preparing the above petits fours:
  - cream
  - custard
  - ganache
- use each of the following coatings at least once when preparing the above petits fours:
  - caramel
  - cocoa butter
  - food lacquer
- use each of the following decorations at least once when decorating the above petits fours:
  - chocolate
  - fresh fruits
  - glazes
- use appropriate preparation and cookery methods from the list in the knowledge evidence when producing the above petits fours
- prepare above petits fours:
  - that are consistent in quality, size, shape and appearance
  - within commercial time and cost constraints and deadlines
  - reflecting required quantities to be produced
  - following procedures for portion control and food safety practices when handling and storing petits fours
  - responding to special customer requests and dietary requirements.

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Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- culinary terms and trade names for:
  - ingredients commonly used to produce petits fours
  - classical and contemporary petits fours specified in the performance evidence
- contents of stock date codes and rotation labels
- preparation and cookery methods used when producing petit four fillings, coatings and decorations listed in the performance evidence:
  - adding fats and liquids to dry ingredients
  - adding flavourings or colourings
  - blind baking sweet paste in small moulds
  - piping of choux pastry into small shapes
  - preparing and using pre-bake finishes and decorations
  - selecting and preparing appropriate cake tins and moulds
  - stirring and aerating to achieve required consistency and texture
  - using required amount of batter and paste according to desired characteristics of finished products
  - weighing or measuring and sifting dry ingredients
  - whisking, folding, piping and spreading
- expected product characteristics of the classical and contemporary petits fours specified in the performance evidence:
  - appearance
  - colour
  - consistency
  - crumb structure
  - moisture content
  - shape
  - size
  - taste
  - texture
- historical and cultural derivations of a variety of petits fours
- appropriate cooking temperatures and times for petits fours and fillings
- indicators of freshness and quality of stocked ingredients for petits fours
- mise en place requirements for producing petits fours and fillings
- common bases used for producing petits fours:
  - choux pastry
  - sponge
  - sweet pastry
- types of caramelised petits fours:

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    - filled
    - fresh or dried fruit
    - fresh or dried nuts
    - unfilled
- types of marzipan based petits fours:
    - coloured
    - flavoured
    - modelled by hand
    - sealed with cocoa butter or food lacquer
    - shaped with the aid of moulds
- decoration techniques for petits fours:
    - cocoa mass screen techniques
    - cigarette paste decoration techniques
- appropriate environmental conditions for storing petits fours and re-usable by-products of their preparation to:
    - ensure food safety
    - optimise shelf life
- safe operational practices using essential functions and features of equipment used to produce petits fours.

Assessment Conditions

Skills must be demonstrated in an operational pastry kitchen. This can be:

- an industry workplace
- a simulated industry environment, such as a training kitchen servicing customers.

Assessment must ensure access to:

- fixtures and large equipment:
    - commercial grade work benches (1.5 m/person)
    - commercial cake mixer and attachments:
        - dough hook
        - paddle
        - whisk
    - commercial refrigeration and freezer unit with shelving
    - double sinks with hot and cold water
    - gas or electric stove tops
    - industrial strength food processor
    - marble bench or slab
    - ovens with timer and trays:
        - convection

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    - deck
    - microwave
  - pastry/dough break
  - proofer
  - storage facilities:
    - shelving
    - trays
- small equipment:
  - beaters
  - bowl cutters
  - cake moulds
  - cutting boards
  - cutting implements for nuts and fruits
  - fluted and plain flan rings and cutter
  - food handler gloves
  - graters
  - knives:
    - large serrated cake knives
  - measurers:
    - metric calibrated measuring jugs
  - oven mitts
  - saccharometer
  - scales
  - service-ware:
    - platters, dishes, and bowls
    - serving tongs and trowels
  - sets of stainless steel bowls
  - silicon mats
  - small utensils:
    - flour and drum sieves
    - strainers and chinois
    - spatulas
    - whisks:
      - fine stainless steel wire
      - coarse stainless steel wire
  - spatulas
  - spoons:
    - wooden spoons
    - large plain and slotted metal spoons
  - storage containers and trays

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- wire cooling racks
- specific equipment for producing petits fours:
  - chocolate thermometer
  - dipping forks
  - icing and decorating equipment:
    - chocolate spray gun
    - crimpers
    - decorative combs
    - fine icing sugar sieves
    - fine paint brushes
    - fine piping tubes
    - matfer-type stencils
    - piping bags and attachments
    - silk screens
  - presentation equipment:
    - cake boards
    - cake boxes
    - cake stands:
      - multi-tier
      - clear cover
    - cake wheels
    - doilies
    - mirrors
    - petit four cutters
    - petit four dipping racks
    - petit four moulds
    - petit four paper cases
    - platters
    - refrigerated cake display cases or towers
  - receptacles made from both edible and non-edible materials:
    - ceramic
    - chocolate
    - croquant
    - crystal
    - glass
    - metallic platters and trays
    - sugar lace
    - tulip paste
- diverse and comprehensive range of commercial ingredients for the petits fours specified in the performance evidence

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- cleaning materials and equipment:
  - cleaning cloths
  - commercial cleaning and sanitising agents and chemicals for cleaning commercial kitchens, equipment and food storage areas
  - dustpans and brooms
  - garbage bins and bags
  - hand towel dispenser and hand towels
  - mops and buckets
  - separate hand basin and antiseptic liquid soap dispenser for hand washing
  - sponges, brushes and scourers
  - tea towels
- organisational specifications:
  - equipment manufacturer instructions
  - current commercial stock control procedures and documentation for ordering, monitoring and maintaining stock
  - food preparation lists
  - mise en place lists, menus, standard recipes, and recipes for special dietary requirements
  - ordering and docketing paperwork
  - food safety plans
  - guidelines relating to food disposal, storage and presentation requirements
  - safety data sheets (SDS) for cleaning agents and chemicals
- industry realistic ratios of kitchen staff to customers; these can be:
  - staff and customers in an industry workplace during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITHPAT006 Produce desserts

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to produce hot, cold and frozen desserts following standard and special dietary recipes. It requires the ability to select, prepare and portion ingredients and to use equipment and a range of cookery methods to make and present desserts.

The unit applies to hospitality and catering organisations that produce and serve desserts, including hotels, restaurants, clubs and patisseries.

It applies to patissiers who usually work under the guidance of more senior chefs.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

SITXFSA001 Use hygienic practices for food safety

Competency Field

Patisserie

Unit Sector

Hospitality

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1. Select ingredients.	1.1. Confirm food production requirements from food preparation list and standard recipes. 1.2. Calculate ingredient amounts according to requirements. 1.3. Identify and select ingredients from stores according to recipe, quality, freshness and stock rotation requirements.
2. Select, prepare and use equipment.	2.1. Select type and size of equipment suitable to requirements. 2.2. Safely assemble and ensure cleanliness of equipment before use. 2.3. Use equipment safely and hygienically according to manufacturer instructions.
3. Portion and prepare ingredients.	3.1. Sort and assemble ingredients according to food production sequencing. 3.2. Weigh and measure wet and dry ingredients according to the recipe and quantity of desserts required. 3.3. Minimise waste to maximise profitability of desserts produced.
4. Produce desserts and sauces.	4.1. Following standard recipes, produce desserts using cookery methods to achieve desired product characteristics. 4.2. Follow special dietary recipes to produce desserts for those with special dietary requirements. 4.3. Produce hot and cold sauces to desired consistency and flavour. 4.4. Use thickening agents suitable for sweet sauces. 4.5. Make ***food quality adjustments*** within scope of responsibility.
5. Portion, present and store desserts.	5.1. Portion desserts to maximise yield and profitability of food production. 5.2. Use accompaniments that balance and enhance taste and texture of desserts. 5.3. Select garnishes and decorations with flavours and textures that complement desserts. 5.4. Plate desserts, accompaniments and garnishes attractively, with artistic flair appropriate for the occasion and the item. 5.5. Plate and decorate desserts for practicality of service and customer consumption. 5.6. Visually evaluate desserts and ***adjust presentation*** before serving. 5.7. Display desserts with appropriate sauces and garnishes. 5.8. Store desserts in appropriate ***environmental conditions***. 5.9. Clean work area, and dispose of or store surplus and re-usable by-products according to organisational procedures, environmental considerations, and cost-reduction initiatives.

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Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• locate information in food preparation lists and standard recipes to determine preparation requirements • locate and read date code and stock rotation labels.
Writing skills to:	• write notes on recipe requirements and calculations.
Numeracy skills to:	• calculate the number of portions.
Planning and organising skills to:	• efficiently sequence the stages of food preparation and production.
Self-management skills to:	• manage own speed, timing and productivity.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Food quality adjustments must involve consideration of factors relating to:	• ratio of wet to dry ingredients • taste • temperature • texture.

Adjusting presentation must involve consideration of:	• accompaniments and garnishes to maximise visual appeal:
	  • balance
	  • colour
	  • contrast
	• plating food for practicality of:
	  • customer consumption
	  • service
	• wiping drips and spills.

Environmental conditions must ensure appropriate:	• atmosphere • humidity • light

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- packaging
- temperature
- use of containers
- ventilation.

Unit Mapping Information

SITHPAT306 Produce desserts

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITHPAT006 Produce desserts

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow standard and special recipes to produce at least ten different desserts from the common desserts listed in the knowledge evidence
- ensure that at least two of the above desserts are produced to meet requirements of different special dietary requirements as listed in the knowledge evidence
- produce and use each of the following sauces at least once when preparing above range of desserts:
  - chocolate based sauces
  - custards and crèmes
  - flavoured butters and creams
  - fruit purées, sauces or coulis
  - fruit syrups
  - sabayon and zabaglione
  - sugar syrups
- use each of the garnishes and decorations listed in the knowledge evidence at least once when preparing above desserts
- use appropriate cookery methods from the list in the knowledge evidence when producing the above desserts
- present desserts, accompaniments and garnishes attractively and decoratively
- prepare above desserts:
  - that are consistent in quality, size, shape and appearance
  - within commercial time constraints
  - reflecting required quantities to be produced
  - following procedures for portion control and food safety practices when handling and storing desserts
  - responding to special customer requests and dietary requirements.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- culinary terms and trade names for:

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- variety of common desserts:
  - bavarois
  - crème brulee
  - crème caramel
  - crêpes
  - custards and creams
  - flans
  - fritters
  - ice-cream
  - meringues
  - mousse
  - parfait
  - pies
  - prepared fruit
  - puddings
  - sabayon
  - sorbet
  - soufflé
  - tarts
- ingredients commonly used to produce desserts
- substitute ingredients used to produce desserts for special dietary recipes:
  - gluten free flour
  - yeast-free flour
  - non-sugar sweeteners
- common special dietary requirements which must be considered when producing desserts:
  - fat free
  - low carbohydrate
  - low fat
  - low gluten
  - gluten free
  - low kilojoule
  - low sugar
  - sugar free
  - type one and two diabetic
  - vegan
- meaning of:
  - food allergy
  - food intolerance
- key health and legal consequences of failing to address special requirements
- contents of stock date codes and rotation labels

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- cookery methods used when preparing desserts:
  - adding fats and liquids to dry ingredients
  - baking
  - chilling
  - flambé
  - freezing
  - poaching
  - reducing
  - selecting and preparing appropriate dessert moulds
  - steaming
  - stewing
  - stirring and aerating to achieve required consistency and texture
  - using required amount of batter according to desired characteristics of finished products
  - weighing or measuring and sifting dry ingredients
  - whisking, folding, piping and spreading
- expected product characteristics of the classical and contemporary desserts specified in the performance evidence:
  - appearance
  - colour
  - consistency
  - moisture content
  - shape
  - size
  - structure
  - taste
  - texture
- common garnishes and decorations used when preparing desserts:
  - coloured and flavoured sugar
  - fresh, preserved or crystallised fruits
  - jellies
  - shaved chocolate
  - sprinkled icing sugar
  - whole or crushed nuts
- appropriate cooking temperatures and times for desserts
- techniques to garnish, decorate, plate and present attractive desserts
- indicators of freshness and quality of stocked ingredients for desserts
- mise en place requirements for producing desserts
- appropriate environmental conditions for storing desserts and re-usable by products of their preparation to:

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    - ensure food safety
    - optimise shelf life
- safe operational practices using essential functions and features of equipment used to produce desserts.

Assessment Conditions

Skills must be demonstrated in an operational pastry kitchen. This can be:

- an industry workplace
- a simulated industry environment, such as a training kitchen servicing customers.

Assessment must ensure access to:

- fixtures and large equipment:
    - commercial grade work benches (1.5 m/person)
    - commercial cake mixer and attachments:
        - dough hook
        - paddle
        - whisk
    - commercial refrigeration and freezer unit with shelving
    - double sinks with hot and cold water
    - gas or electric stove tops
    - industrial strength food processor
    - ovens with timer and trays:
        - convection
        - deck
        - microwave
    - pastry/dough break
    - storage facilities:
        - shelving
        - trays
- small equipment:
    - acetate plastic sheets
    - beaters
    - blenders
    - bowl cutters
    - commercial mixers and attachments
    - cutting boards
    - cutting implements for nuts and fruits
    - decorating equipment:
        - blow torch

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    - chocolate spray gun
    - fine icing sugar sieves
    - fine piping tubes
    - icing and cocoa powder dusters
    - matfer-type stencils
    - silk screens
    - templates
- deep-fryer
- dessert service-ware:
    - dessert plates
    - dishes
    - glasses
    - bowl
    - coupes
    - cutlery
    - doilies
- fine and heavy gauge whisks and strainers
- fine icing sugar sieves
- fluted and plain flan rings
- graters
- gratin dishes
- ice makers
- ice cream machines
- juicers
- knives:
    - large serrated cake knives
- ladles in a variety of sizes
- measurers:
    - metric calibrated measuring jugs
- mixers
- moulds and dishes:
    - tartlet
    - darioles
- oven mitts
- pans:
    - crêpe
    - omelette
- presentation equipment:
    - cake boards
    - cake boxes

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    - cake stands
    - doilies
  - piping bags and attachments
  - portion control markers
  - ramekins
  - range of saucepans and pots for small and large production
  - salamander
  - scales
  - scoops
  - serving tongs and trowels
  - sets of stainless steel bowls
  - skewers:
    - metal
    - bamboo
  - soufflé cups
  - spatulas
  - spoons:
    - wooden spoons
    - large plain and slotted metal spoons
  - steamer
  - storage containers and trays
  - sweets trolley or dessert buffet table
  - vitamisers
  - wire cooling racks
- diverse and comprehensive range of commercial ingredients for the desserts specified in the performance evidence
- cleaning materials and equipment:
  - cleaning cloths
  - commercial cleaning and sanitising agents and chemicals for cleaning commercial kitchens, equipment and food storage areas
  - dustpans and brooms
  - garbage bins and bags
  - hand towel dispenser and hand towels
  - mops and buckets
  - separate hand basin and antiseptic liquid soap dispenser for hand washing
  - sponges, brushes and scourers
  - tea towels
- organisational specifications:
  - equipment manufacturer instructions

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  - current commercial stock control procedures and documentation for ordering, monitoring and maintaining stock
  - food preparation lists
  - mise en place lists, menus, standard recipes, and recipes for special dietary requirements
  - ordering and docketing paperwork
  - food safety plans
  - guidelines relating to food disposal, storage and presentation requirements
  - safety data sheets (SDS) for cleaning agents and chemicals
- industry realistic ratios of kitchen staff to customers; these can be:
  - staff and customers in an industry workplace during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITHPAT008 Produce chocolate confectionery

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to temper couverture (pure coating chocolate) to produce individual chocolates. It requires the ability to select, prepare and portion ingredients and to use equipment and a range of cookery methods to mould and fill individual chocolates with hard or soft fillings and centres.

The unit applies to hospitality and catering organisations which produce, display and serve specialist patisserie products, including hotels, restaurants, patisseries and chocolatiers.

The preparation and moulding of individual chocolates is a high order technical skill used by experienced patissiers who operate independently or with limited guidance from others.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

SITXFSA001 Use hygienic practices for food safety

Competency Field

Patisserie

Unit Sector

Hospitality

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to demonstrate

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essential outcomes.	achievement of the element.
1. Select ingredients.	1.1. Confirm food production requirements from food preparation list and standard recipes. 1.2. Calculate ingredient amounts according to requirements. 1.3. Identify and select ingredients from stores according to recipe, quality, freshness and stock rotation requirements.
2. Select, prepare and use equipment.	2.1. Select type and size of equipment suitable to requirements. 2.2. Safely assemble and ensure cleanliness of equipment before use. 2.3. Use equipment safely and hygienically according to manufacturer instructions. 2.4. ***Protect*** polished chocolate moulds from contamination. 2.5. Keep chocolate moulds at an appropriate and constant temperature.
3. Portion and prepare ingredients.	3.1. Sort and assemble ingredients for chocolate confectionery according to food production sequencing. 3.2. Weigh and measure wet and dry ingredients according to the recipe and quantity of chocolates required. 3.3. Minimise waste to maximise profitability of chocolates produced.
4. Temper couverture.	4.1. Use tempering methods and appropriate temperatures to melt and temper couverture. 4.2. Manipulate couverture to the correct viscosity and desired flow properties to achieve desired colour, gloss, sheen and snap upon solidification. 4.3. Control the temperature to retain workable consistency.
5. Prepare centres and fillings.	5.1. Use cookery methods for centres and fillings to achieve full flavoured, interesting and natural characteristics. 5.2. Manipulate ingredients at correct temperature to achieve the correct viscosity and consistency. 5.3. Follow standard recipes and make ***food quality adjustments*** within scope of responsibility. 5.4. Prepare centres of precisely uniform shapes and sizes.
6. Make moulded chocolates.	6.1. Select tempered couverture to match fillings. 6.2. Set tempered couverture in moulds to achieve even and appropriate thickness free from marks or air bubbles. 6.3. Insert fillings to a level surface and allow space for seal. 6.4. Seal with a layer of chocolate of appropriate thickness. 6.5. Cool, de mould chocolates and handle carefully to retain a glossy surface.
7. Coat chocolate centres.	7.1. Select tempered couverture to match centres. 7.2. Bring centres to be coated to the correct temperature. 7.3. Use appropriate methods to coat centres to achieve an even and

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	appropriate thickness with a uniform quality finish.
8. Decorate, present and store chocolates.	8.1. Decorate chocolates attractively, according to standard recipes, using designs suited to the product. 8.2. Use suitable service-ware to attractively present chocolates according to organisational standards. 8.3. Display chocolates in appropriate conditions to retain optimum freshness. 8.4. Store chocolates in appropriate ***environmental conditions***. 8.5. Clean work area, and dispose of or store surplus and re-usable by-products according to organisational procedures, environmental considerations, and cost-reduction initiatives.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• locate information in food preparation lists and standard recipes to determine preparation requirements • locate and read date code and stock rotation labels.
Writing skills to:	• record clear sequenced instructions for new recipes, specifying ingredient quantities.
Numeracy skills to:	• determine tempering times and temperatures.
Problem-solving skills to:	• evaluate quality of ingredients and finished chocolates and make adjustments to ensure a quality product • adjust taste, texture and appearance of food products according to identified deficiencies.
Planning and organising skills to:	• efficiently sequence the stages of food preparation and production.
Self-management skills to:	• manage own speed, timing and productivity.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

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Range is restricted to essential operating conditions and any other variables essential to the work environment.

Protecting mould from contamination must involve:	• ensuring that the polished surface is:
	  • clean, polished and free of dust or residue
	  • untouched by bare fingers
	• untouched by objects that may dull, scratch or damage it.

Food quality adjustments must involve consideration of factors relating to:	• ratio of wet to dry ingredients • taste • temperature • texture.
Environmental conditions must ensure appropriate:	• atmosphere • humidity • light • packaging • temperature • use of containers • ventilation.

Unit Mapping Information

SITHPAT402 Produce chocolate confectionery

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITHPAT008 Produce chocolate confectionery

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- prepare individual chocolates from three different types listed in the knowledge evidence with each of the following:
  - hard centres
  - soft centres
  - fillings
- use at least six different centres or fillings listed in the knowledge evidence when producing above chocolates
- use at least one of the tempering methods for couverture when producing above chocolates
- produce above individual chocolates in commercial quantities:
  - that are consistent in quality, size, shape and appearance
  - within commercial time constraints
  - following procedures for portion control and food safety practices when handling and storing chocolate ingredients and chocolates
  - responding to special customer requests and dietary requirements.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- culinary terms and trade names for:
  - ingredients commonly used to produce chocolate confectionery
  - classical and contemporary individual chocolates specified above in the performance evidence
- contents of stock date codes and rotation labels
- types of chocolates:
  - cut or dressed
  - hand coated
  - machine enrobed
  - made with prepared hollow shells

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    - moulded
- classical and contemporary centres and fillings used when producing chocolates:
    - caramel
    - croquant
    - flavoured fondant
    - ganache
    - jellies
    - liqueurs
    - marzipan
    - nougat
    - nuts and fruits
- historical and cultural derivations of a variety of chocolates
- indicators of freshness and quality of stocked ingredients for chocolates
- mise en place requirements for producing chocolate confectionery
- tempering methods for couverture:
    - controlling the formation of seed crystals
    - tabling method
    - use of heated water jackets
    - use of microwave
    - vaccination or addition method
- appropriate temperatures to melt and temper couverture
- properties of tempered couverture:
    - flow properties
    - setting properties
    - viscosity
- expected product characteristics of solidified couverture specified in the performance evidence:
    - colour
    - gloss
    - sheen
    - snap
- methods to coat centres:
    - hand coating
    - hand dipping
    - machine enrobed
- complementary tastes and textures of dark, milk and white couverture for fillings and centres
- decoration techniques for individual chocolates
- appropriate environmental conditions for storing ingredients and individual chocolates to:
    - ensure food safety

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    - optimise shelf life
- safe operational practices using essential functions and features of equipment used to:
    - produce chocolate confectionery
    - protect polished chocolate moulds from contamination and damage.

Assessment Conditions

Skills must be demonstrated in an operational pastry kitchen. This can be:

- an industry workplace
- a simulated industry environment, such as a training kitchen servicing customers.

Assessment must ensure access to:

- fixtures and large equipment:
    - commercial grade work benches (1.5 m/person)
    - commercial refrigeration and freezer unit with shelving
    - double sinks with hot and cold water
    - gas or electric stove tops
    - industrial strength food processor
    - marble bench or slab
    - microwave
    - proofer
    - storage facilities:
        - shelving
        - trays
    - warming area
- small equipment:
    - acetate plastic sheets, baking sheets/paper, parchment paper and silicon paper
    - beaters
    - brushes
    - bowl cutters
    - cutting implements for nuts and fruits
    - cutting boards
    - food handler gloves
    - graters
    - knives:
        - large serrated cake knives
    - measurers:
        - metric calibrated measuring jugs
    - mixers

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  - pastry brushes
  - pastry cutters and shapes
  - piping bags and attachments
  - range of presentation equipment:
    - doilies
    - mirrors
    - platters
  - range of service-ware
  - range of saucepans and pots for small and large production
  - saccharometer
  - scales (1 gram increments)
  - sets of stainless steel bowls
  - spoons:
    - wooden spoons
    - large plain and slotted metal spoons
  - storage containers and trays
  - whisks:
    - fine stainless steel wire
    - coarse stainless steel wire
- diverse and comprehensive range of commercial ingredients for the chocolate confectionery specified in the performance evidence
- cleaning materials and equipment:
  - cleaning cloths
  - commercial cleaning and sanitising agents and chemicals for cleaning commercial kitchens, equipment and food storage areas
  - dustpans and brooms
  - garbage bins and bags
  - hand towel dispenser and hand towels
  - mops and buckets
  - separate hand basin and antiseptic liquid soap dispenser for hand washing
  - sponges, brushes and scourers
  - tea towels
- organisational specifications:
  - equipment manufacturer instructions
  - current commercial stock control procedures and documentation for ordering, monitoring and maintaining stock
  - food preparation lists
  - mise en place lists, standard recipes, and recipes for special dietary requirements
  - ordering and docketing paperwork
  - food safety plans

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  - guidelines relating to food disposal, storage and presentation requirements
  - safety data sheets (SDS) for cleaning agents and chemicals
- industry realistic ratios of kitchen staff to customers; these can be:
  - staff and customers in an industry workplace during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITXCCS003 Interact with customers

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to deliver fundamental customer service to both internal and external customers. It requires the ability to greet and serve customers, and respond to a range of basic customer service enquiries, including routine customer problems.

The unit applies to frontline service personnel who operate under close supervision and with guidance from others. They provide routine customer service and would not be expected to respond to complex customer requests or complaints.

The unit applies to individuals working in a range of tourism, travel, hospitality and events contexts.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Client and Customer Service

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1. Greet and serve customers.	1.1. Prioritise customers ahead of other workplace duties. 1.2. Greet customers according to organisational customer service standards. 1.3. ***Communicate with customers*** in a clear and professional manner. 1.4. Explain and match products and services to customer needs.
2. Work with others to deliver service.	2.1. Identify personal limitations in serving the needs of customers and seek assistance from ***others*** where appropriate. 2.2. Follow directions of supervisors and managers to deliver quality service. 2.3. Resolve routine customer problems according to own level of responsibility and organisational policy. 2.4. Escalate other service issues to a higher level staff member for action in line with organisational procedures.
3. Provide feedback on customer service.	3.1. Report service issues and customer problems as they arise. 3.2. Provide customer feedback to relevant supervisors or managers.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret sometimes detailed procedures documents.
Writing skills to:	• record simple notes and basic information.
Oral communication skills to:	• ask questions and actively listen to customers to determine their needs • discuss causes of customer problems with colleagues and supervisors in a professional manner.
Problem-solving skills to:	• recognise customer problems and resolve or refer service issues.
Initiative and enterprise skills to:	• recognise delays and deficiencies in customer service and rectify to customer satisfaction in line with own level of responsibility.

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Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Ways to ***communicate with customers*** must include:	• communicating:
	  • by telephone
	  • electronically
	  • face-to-face
	• showing interest in customer needs and maintaining a welcoming customer environment during service delivery through the use of:
	  • appropriate voice tonality and volume
	  • basic gestures
	  • product information sheets.

Others must include:	• colleagues • managers • supervisors.

Unit Mapping Information

SITXCCS202 Interact with customers

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITXCCS003 Interact with customers

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- identify customer requirements and provide effective customer service to two different internal and two different external customers to meet requirements
- interact with above customers in line with organisational customer service standards and within designated organisational response times
- demonstrate procedures to respond to three different customer problems according to organisational policies and procedures
- identify situations where problems are beyond own level of responsibility, and process to escalate in line with organisational policies and procedures
- seek informal feedback from customers on above activities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- importance of the customer in the service industries
- customer service standards expected in the service industries
- profiles of different types of customers:
  - external
  - internal
  - new
  - regular or repeat
  - visitors
- value and role of customer feedback in improving service delivery
- presentation standards for:
  - customer environment
  - customer service personnel
  - documents and promotional materials
- customer service policies and procedures:
  - application of booking or cancellation fees
  - response times for acknowledging and greeting customers

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  - response times for delivering products and services
  - customer service policies for resolving routine customer problems
  - policies regarding product pricing and quality
  - processing refunds and exchanges
  - empowerment of different levels of personnel to resolve complaints, disputes, service issues and customer compensation
  - policies for escalating and reporting service issues and customer problems
- procedures for responding to routine customer problems:
  - incorrect pricing of products and services
  - delays or errors in providing products or services
  - misunderstanding customer requests.

Assessment Conditions

Skills must be demonstrated in an operational business environment where customers are served. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- organisational policies and procedures relating to:
  - customer service standards
  - designated response times
  - presentation standards
  - dealing with customer problems
  - recording and reporting customer feedback
- internal and external customers with whom the individual can interact; these can be:
  - customers in an industry workplace during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITXFSA001 Use hygienic practices for food safety

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. It requires the ability to follow predetermined organisational procedures and to identify and control food hazards.

The unit applies to all organisations with permanent or temporary kitchen premises or smaller food preparation or bar areas.

This includes restaurants, cafes, clubs, hotels, and bars; tour operators; attractions; function, event, exhibition and conference catering; educational institutions; aged care facilities; correctional centres; hospitals; defence forces; cafeterias, kiosks, canteens and fast food outlets; residential catering; in-flight and other transport catering.

It applies to food handlers who directly handle food or food contact surfaces such as cutlery, plates and bowls during the course of their daily work activities. This includes cooks, chefs, caterers, kitchen stewards, kitchen hands, bar, and food and beverage attendants, and sometimes room attendants and front office staff.

Food handlers must comply with the requirements contained within the Australia New Zealand Food Standards Code.

In some States and Territories businesses are required to designate a food safety supervisor who is required to be certified as competent in this unit through a registered training organisation.

Food safety legislative and knowledge requirements may differ across borders. Those developing training to support this unit must consult the relevant state or territory food safety authority to determine any accreditation arrangements for courses, trainers and assessors.

Pre-requisite Unit

Nil

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Competency Field

Food Safety

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Follow hygiene procedures and identify food hazards.	1.1. Follow organisational hygiene procedures. 1.2. Report unsafe practices that breach hygiene procedures promptly. 1.3. Identify food hazards that may affect the health and safety of customers, colleagues and self. 1.4. Remove or minimise the hygiene hazard and report as appropriate for follow-up.
2. Report any personal health issues.	2.1. Report personal health issues likely to cause a hygiene risk. 2.2. Report incidents of food contamination resulting from personal health issues. 2.3. Cease participation in food handling activities where own health issue may cause food contamination.
3. Prevent food contamination.	3.1. Maintain clean clothes, wear required personal protective clothing, and only use organisation-approved bandages and dressings. 3.2. Prevent food contamination from clothing and other items worn. 3.3. Prevent unnecessary direct contact with ready to eat food. 3.4. Ensure hygienic personal contact with food and food contact surfaces. 3.5. Use hygienic cleaning practices that prevent food-borne illnesses.
4. Prevent cross-contamination by washing hands.	4.1. Wash hands at appropriate times and follow hand washing procedures consistently. 4.2. Wash hands using appropriate facilities.

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Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION

Reading skills to:	• interpret organisational documents or diagrams relating to:
	  • organisational food safety programs
	  • hygiene and food safety procedures
	  • hazard analysis and critical control points (HACCP) practices.

Oral communication skills to:	• report hygiene hazards and non-compliant organisational practices accurately.

Unit Mapping Information

SITXFSA101 Use hygienic practices for food safety

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITXFSA001 Use hygienic practices for food safety

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- demonstrate use of safe food handling practices in food handling work functions in line with organisational hygiene procedures on at least three occasions
- demonstrate procedures to:
  - identify food hazards
  - report unsafe practices
  - report incidents of food contamination.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- basic aspects of commonwealth, state or territory food safety laws, standards and codes as follows:
  - meaning of contaminant, contamination and potentially hazardous foods as defined by the Australia New Zealand Food Standards Code
  - employee and employer responsibility to participate in hygienic practices
  - reasons for food safety programs and what they must contain
  - role of local government regulators
  - ramifications of failure to observe food safety law and organisational policies and procedures
- health issues likely to cause a hygiene risk relevant to food safety:
  - airborne diseases
  - food-borne diseases
  - infectious diseases
- hygiene actions that must be adhered to in order to avoid food-borne illnesses
- hand washing practices:
  - before commencing or recommencing work with food
  - immediately after:
    - handling raw food
    - smoking, coughing, sneezing or blowing the nose

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    - eating or drinking
    - touching the hair, scalp or any wound
    - using the toilet
- basic aspects of hazard analysis and critical control points (HACCP) method of controlling food safety
- specific industry sector and organisation:
    - major causes of food contamination and food-borne illnesses
    - sources and effects of microbiological contamination of food
    - workplace hygiene hazards when handling food and food contact surfaces
    - basic content of organisational food safety programs
    - contents of organisational hygiene and food safety procedures
    - hygienic work practices for individual job roles and responsibilities.

Assessment Conditions

Skills must be demonstrated in an operational food preparation area. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- fixtures:
    - work benches
    - refrigeration unit
    - sink
    - storage facilities
- small equipment:
    - assorted pots and pans
    - containers for hot and cold storage
    - crockery
    - cutlery
    - cutting boards
    - food handler gloves
    - glassware
    - knives
    - packaging materials
    - receptacles for presentation and display purposes
    - small utensils:
        - tongs
        - serving utensils
- appropriate facilities for handwashing:

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  - designated hand washing sink
  - antiseptic liquid soap
  - single use towels
  - warm running water
- food ingredients and ready to eat food items
- current plain English regulatory documents distributed by the commonwealth, state, territory or local government food safety authority
- Australia New Zealand Food Standards Code
- current commercial food safety programs, policies and procedures used for managing food safety.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITXHRM001 Coach others in job skills

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to provide on-the-job coaching to colleagues. It requires the ability to explain and demonstrate specific skills, knowledge and procedures and monitor the progress of colleagues until they are able to operate independently of the coach.

The unit applies to experienced operational personnel and to supervisors and managers who informally train other people in new workplace skills and procedures.

It applies to all tourism, hospitality and event sectors.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Human Resource Management

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1. Prepare for on-the-job coaching.	1.1. Identify need for coaching based on a range of factors. 1.2. Identify specific coaching needs through discussion with colleague and organise coaching sessions.
2. Coach colleagues on-the-job.	2.1. Explain overall purpose of coaching to colleague. 2.2. Explain and demonstrate specific skills. 2.3. Communicate required knowledge and check colleague understanding. 2.4. Advise organisational procedures for completing workplace tasks. 2.5. Provide colleague with opportunity to practise skill and ask questions. 2.6. Provide feedback in constructive and supportive manner.
3. Follow-up coaching.	3.1. Monitor progress of new workplace skills and provide supportive assistance. 3.2. Report progress to the appropriate person. 3.3. Identify performance problems or difficulties with coaching and rectify or refer to appropriate person for follow-up.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• review workplace documentation completed by colleague.
Oral communication skills to:	• use active listening and open questioning techniques to confirm understanding.
Numeracy skills to:	• calculate adequate time required for coaching and for the colleague to complete required tasks.
Planning and organising skills to:	• complete own work tasks within designated timeframes and simultaneously coach others in their job skills.

Unit Mapping Information

SITXHRM301 Coach others in job skills

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITXHRM001 Coach others in job skills

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- provide effective on-the job coaching to four different colleagues
- address identified performance problems or difficulties experienced by colleagues in each of the above coaching sessions and rectify or refer as appropriate
- evaluate colleagues' performance and provide constructive feedback as part of above coaching sessions
- demonstrate the following during each of the above coaching activities:
  - clear communication and demonstration of the organisational tasks required of the colleague
  - completion of training within commercial time constraints
  - application of the key principles of training.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- communication techniques suitable to a workplace training context
- objectives and scope of the coaching
- factors which impact need for coaching:
  - direction from colleagues
  - own observation and workplace experience
  - request for coaching from colleagues to be coached
- key principles of training:
  - explanation
  - demonstration
  - review
  - listening to trainee explanation
  - observing and evaluating trainee demonstration
  - providing feedback
- legislative work health and safety and hygiene requirements
- possible causes of performance problems or difficulties:

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- breakdown in communication
- inappropriate circumstances for coaching
- insufficient opportunity to practice
- language or cultural barriers
- shyness or lack of confidence.

Assessment Conditions

Skills must be demonstrated in an operational environment with colleagues requiring coaching. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- work tasks in which to coach others
- colleagues in need of training; these can be:
  - colleagues in an industry workplace who are assisted by the individual during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITXHRM002 Roster staff

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop, administer and communicate staff rosters. It requires the ability to plan rosters according to industrial provisions, operational efficiency requirements, and within wage budgets.

This unit applies to individuals responsible for developing staff rosters for situations involving potentially large numbers of staff working across a range of different service periods or shifts. It does not apply to small office environments.

It applies to senior personnel who operate independently or with limited guidance from others, including dedicated specialist staff or operational supervisors and managers.

The unit applies to all tourism, travel, hospitality and event sectors.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Human Resource Management

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Develop staff rosters.	1.1. Develop rosters according to relevant industrial agreements and other considerations and wage budgets. 1.2. Maximise operational and customer service efficiency while minimising wage costs. 1.3. Combine duties where appropriate to ensure effective use of staff. 1.4. Roster teams with complementary skills mix to meet operational requirements. 1.5. Take account of social and cultural considerations and broader organisational policies that affect staff rosters. 1.6. Consult with colleagues to ensure input into rosters. 1.7. Use roster systems and equipment to administer rosters.
2. Present and communicate rosters.	2.1. Present rosters in required formats to ensure clarity of information according to organisational standards. 2.2. Communicate rosters to appropriate colleagues within designated timeframes.
3. Maintain rostering records.	3.1. Administer records of shift time completed by employees or contractors. 3.2. Maintain staff rostering records according to organisational procedures
4. Evaluate rosters.	4.1. Monitor effectiveness of rosters in consultation with colleagues. 4.2. Identify ways in which rosters and roster development processes may be improved and take appropriate action.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret documents outlining opening and closing times, operational hours, and expected customer traffic.
Writing skills to:	• write potentially complex roster documentation.
Oral communication skills to:	• ask colleagues questions to confirm their requirements • listen, understand and interpret messages.

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Numeracy skills to:	• complete planning activities involving dates, times and staff ratios.
Problem-solving skills to:	• re-work rosters in cases of staff illness.
Teamwork skills to:	• consider staff requests and personal commitments when planning rosters.
Technology skills to:	• use system capabilities and functions of rostering software programs.

Unit Mapping Information

SITXHRM401 Roster staff

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITXHRM002 Roster staff

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- prepare staff rosters that meet diverse operational requirements across three different roster periods
- demonstrate the following when preparing each of the above staff rosters:
  - sufficient staff to ensure the delivery of required services within wage budget constraints
  - appropriate skills mix of the team
  - compliance with industrial provisions and organisational policy
  - completion of rosters within commercial and staff time constraints.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- sources of information on awards and other industrial provisions
- industrial agreements and other considerations which impact the preparation of staffing rosters:
  - single or multiple awards and enterprise agreements
  - award provisions for:
    - leave
    - mandated breaks between shifts
    - maximum allowed shift hours
    - standard, overtime and penalty pay rates
  - overall number of hours allocated to different staff members
  - use of:
    - contractors and consideration of fees
    - permanent or casual staff
- key elements of applicable awards and enterprise agreements:
  - leave provisions
  - mandated breaks between shifts
  - maximum allowed shift hours
  - standard, overtime and penalty pay rates

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- organisational policies which impact the preparation of staffing rosters:
  - sociocultural-friendly organisational initiatives
  - family-friendly workplace initiatives
  - leave for:
    - carers
    - compassionate reasons
    - illness or injury
    - jury service
    - long service
    - maternity or paternity
    - rehabilitation of injured workers
    - study
  - recreation
- industry sector:
  - role of rosters and their importance in controlling staff costs
  - system capabilities and functions of rostering software programs
  - different formats for and inclusions of staff rosters
  - different methods used to communicate rosters, both electronic and paper-based
- specific organisation:
  - social, cultural and skills mix of the team to be rostered
  - full details of human resource policies and procedures that cover leave provisions and socio-cultural issues
  - operational requirements of the business activity, department or event subject to rostering
  - wage budget for the business activity, department or event subject to rostering.

Assessment Conditions

Skills must be demonstrated in an operational tourism, travel, hospitality or events business operation or activity requiring staff rostering. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- computers, printers and rostering software programs
- records of shift time and where relevant electronic equipment used by staff to log commencement and completion time of rostered duties
- applicable industrial awards and enterprise agreements
- operational information about the organisation or department subject to rostering
- information about the cultural and skills mix of a team subject to rostering.

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Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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TAEASS301 Contribute to assessment

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to contribute to the assessment process.

It applies to a person with technical or vocational expertise who is in a supervisory or mentoring/coaching work role, and for whom collecting the evidence for assessment is an adjunct to principal work responsibilities. The unit applies to those involved in collecting evidence for assessment against units of competency or accredited courses.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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ELEMENT	PERFORMANCE CRITERIA
1. Clarify role and responsibilities in the assessment process	1.1 Discuss and confirm the purpose of the assessment with relevant people 1.2 Discuss and confirm benchmarks for assessment with the qualified assessor 1.3 Access, read and clarify assessment plan with the qualified assessor 1.4 Discuss and agree with the qualified assessor specific responsibilities in gathering evidence, and the types of evidence to be gathered
2. Confirm organisational arrangements for evidence gathering	2.1 Access and confirm relevant assessment system policies and procedures, organisational, legal and ethical requirements, and other relevant advice on assessment 2.2 Clarify the nominated assessment tools and methods for collecting evidence with the qualified assessor, to ensure that the procedures to be followed, and the instruments to be used are clear 2.3 Discuss and confirm with the relevant people the assessment context, including the candidate's characteristics and any need for reasonable adjustments 2.4 Confirm and arrange resource requirements in consultation with relevant people
3. Collect evidence in accordance with the assessment plan	3.1 Explain the assessment process to the candidate, including the different responsibilities of the parties involved, and refer any candidate issues or concerns to the qualified assessor, prior to undertaking assessment activities 3.2 Use assessment instruments to gather quality evidence within the available time and resources, according to organisational, legal and ethical requirements
4. Record and report findings	4.1 Organise and provide evidence to the qualified assessor in a format suitable for analysis according to the assessment system's policies and procedures 4.2 Actively seek feedback from the qualified assessor on whether evidence-gathering activities meet the principles of assessment, and whether the evidence collected meets the rules of evidence 4.3 Document areas for improvement in collecting evidence for future assessment activities

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	4.2	• Seeks feedback to build knowledge to improve process and professional practice
Reading	1.3, 2.1, 2.2, 2.4, 3.2	• Sources and interprets procedural, and compliance information
Writing	1.1, 1.2, 1.3, 2.1, 2.3, 2.4, 3.2, 4.1, 4.3	• Completes workplace documentation accurately using the appropriate language
Oral Communication	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 3.1	• Communicates information and process requirements clearly, based on techniques appropriate to the audience and environment • Uses appropriate speaking and listening techniques to obtain specific information, and to support the assessment process
Navigate the world of work	2.1, 2.2, 3.2, 4.1	• Accesses, confirms and takes responsibility for adherence to policies, procedures, and legal and ethical requirements
Interact with others	4.2	• Asks questions to clarify understanding, and seeks feedback and further information
Get the work done	3.1, 4.1	• Organises work according to defined requirements, taking some responsibility for decisions regarding the format of information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEASS301 Contribute to assessment	TAEASS301B Contribute to assessment	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for TAEASS301 Contribute to assessment

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- clarifying the role to be taken during the assessment
- clarifying the assessment plan with the qualified assessor, including agreement about:
  - what evidence will be collected
  - how the evidence will be collected
- carrying out a minimum of three evidence-gathering activities and, on each occasion:
  - document evidence in a clear and concise manner
  - document feedback from others involved in the assessment

reporting findings to the qualified assessor, including an explanation of how the assessment meets the rules of evidence on each of the three occasions.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- competency-based assessment
- the principles of assessment
- the rules of evidence
- the different purposes of assessment
- the diversity of assessment contexts
- different types of evidence
- evidence-gathering methods
- the purpose and features of assessment tools, and assessment plans

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- potential barriers and processes relating to evidence-gathering procedures, and assessment processes
- the organisational policies and procedures relevant to this unit of competency.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to qualified assessors for consultation.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEASS402 Assess competence

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes the skills and knowledge required to implement an assessment plan, and gather quality evidence to assess the competence of a candidate using compliant assessment tools.

It applies to teachers, trainers and assessors in enterprises and registered training organisations (RTOs) and those providing assessment advisory services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for the assessment	1.1 Interpret assessment planning documentation and applicable organisational, legal and ethical requirements for conducting the assessment and confirm with the relevant people 1.2 Access and interpret units of competency that are to be used as

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ELEMENT	PERFORMANCE CRITERIA
	benchmarks for assessment, and the nominated assessment tools, to confirm the requirements for the evidence to be collected 1.3 Determine opportunities for integrated assessment activities and document any changes to the assessment instruments, where required 1.4 Determine opportunities for evidence-gathering in actual or simulated activities, through consultation with the candidate and relevant personnel 1.5 Conduct a candidate briefing and explain, discuss and agree on the details of the planned assessment 1.6 Arrange identified material and physical resource requirements 1.7 Identify any specialist support requirements for the assessment, and organise if necessary
2. Gather quality evidence	2.1 Use agreed assessment methods and tools to gather, organise and document evidence in a format suitable for determining competence 2.2 Apply the principles of assessment and rules of evidence in gathering quality evidence
3. Support the candidate	3.1 Discuss and guide candidates in gathering their own evidence to support the recognition of prior learning (RPL) 3.2 Use appropriate communication and interpersonal skills to develop a professional relationship with the candidate that reflects sensitivity to individual differences and enables two-way feedback 3.3 Make decisions on reasonable adjustments with the candidate, based on the candidate's needs and characteristics 3.4 Access specialist support, if required, in accordance with the assessment plan 3.5 Address any workplace health and safety (WHS) risk to a person or equipment immediately
4. Make the assessment decision	4.1 Assess the collected evidence, and to evaluate whether it reflects the evidence required to demonstrate competence 4.2 Use judgement to infer whether competence has been demonstrated, based on the available evidence 4.3 Make the assessment decision in line with agreed assessment procedures and according to the agreed assessment plan 4.4 Provide clear and constructive feedback to the candidate regarding the assessment decision, and clearly document

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ELEMENT	PERFORMANCE CRITERIA
	follow-up, if required
5. Record and report the assessment decision	5.1 Record assessment outcomes promptly and accurately 5.2 Complete and submit required assessment documentation, according to assessment procedures and confidentiality conventions 5.3 Inform other relevant parties of the assessment decision, according to confidentiality conventions
6. Review the assessment process	6.1 Review the assessment process in consultation with candidates and other relevant people to improve future practice 6.2 Document and record the review according to relevant assessment system policies and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 4.1	• Accesses and interprets procedural and compliance documentation relevant to the assessment process • Examines and evaluates assessment evidence
Writing	1.1, 1.3, 1.5, 2.1, 3.1, 5.1, 5.2, 5.3, 6.2	• Completes workplace documentation accurately using appropriate language and following organisational requirements
Oral Communication	1.1, 1.4, 1.5, 3.1, 3.4, 4.4, 5.3, 6.1	• Communicates information and assessment process requirements clearly, using techniques appropriate to the audience and environment • Interacts appropriately with candidates to build rapport and understanding, and obtain specific information to support the assessment process
Navigate the world of work	1.1, 3.5, 5.3	• Identifies, confirms and takes responsibility for adherence to legal and ethical requirements • Recognises, and follows, explicit and implicit protocols and meets expectations associated with own role

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Interact with others	1.1, 1.4, 1.5, 3.1, 3.2, 3.4, 5.3, 6.1	• Adjusts personal communication style in recognition of the values and experiences of others to build rapport • Cooperates and collaborates with others and contributes to activities requiring joint responsibility and accountability
Get the work done	1.1, 1.2, 1.3, 1.4, 1.6, 1.7, 2.1, 2.2, 3.3, 3.4, 4.1, 4.2, 4.3, 6.1, 6.2	• Uses systematic, analytical processes in complex, non-routine situations, gathering information, and identifying and evaluating options against agreed criteria • Organises work according to specific requirements taking some responsibility for decisions regarding the format of information • With guidance, reviews the effectiveness of solutions in relation to the set goals

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
TAEASS402 Assess competence	TAEASS402B Assess competence	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEASS402 Assess competence

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- assessment of at least five candidates within the vocational education and training (VET) context against at least one endorsed or accredited unit of competency according to the organisation's assessment processes and practices.
- using recognition of prior learning (RPL) processes in the assessment of at least one candidate (which may be one of the five candidates above)
- making reasonable adjustments in the assessment of at least one candidate.

The assessments must be undertaken under the supervision of a qualified assessor and cover an entire unit of competency for each candidate, including:

- the application of different assessment methods and instruments involving a range of activities and events
- using two-way communication and feedback with the candidate
- exercising judgement in making the assessment decision
- recording and reporting assessment outcomes in accordance with the assessment system and organisational, legal and ethical requirements

reviewing the assessment process.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- competency-based assessment, including:
  - VET as a competency-based system
  - how competency based assessment differs from other types of assessment
  - competency standards as the basis of qualifications
  - structure and application of competency standards
  - the principles of assessment and how they are applied
  - the distinction between assessment tools and assessment instruments
  - the rules of evidence and how they are applied
  - the range of assessment purposes and assessment contexts, including RPL
  - different assessment methods, including suitability for gathering various types of evidence, suitability for the content of units, and resource requirements and associated costs
  - reasonable adjustments and when they are applicable
  - types and forms of evidence, including assessment instruments that are relevant to gathering different types of evidence used in competency-based assessment, including RPL
  - the training and assessment strategies, including policies and procedures established by the industry, organisation or training authority
- RPL policies and procedures established by the organisation
- cultural sensitivity and equity considerations in assessment activities
- current legislative requirements relevant to the assessor and the assessment process
- workplace health and safety (WHS) responsibilities associated with assessing competence, including:
  - requirements for reporting hazards and incidents
  - emergency procedures
  - procedures for the use of relevant personal protective equipment
  - the safe use and maintenance of relevant equipment
  - sources of WHS information.

Assessment Conditions

Gather evidence to demonstrate consistent performance in a real assessment environment. The assessment environment must include access to assessment tools and recording materials.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEASS403 Participate in assessment validation

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor updates to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0*

Application

This unit describes the skills and knowledge required to participate in an assessment validation process.

It applies to assessors and workplace supervisors with assessment validation responsibilities participating in, but not necessarily leading, the process.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for validation	1.1 Discuss and confirm the purpose, context and scope of the validation process within relevant assessment system policies and procedures 1.2 Arrange materials for validation activities

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ELEMENT	PERFORMANCE CRITERIA
	1.3 Check all documents used in the validation process for accuracy and version control 1.4 Analyse relevant units of competency and agree on the evidence needed to demonstrate competence
2. Participate in the validation of assessment tools	2.1 Demonstrate active and appropriate participation in validation sessions and activities using agreed communication methods and modes 2.2 Apply principles of assessment and rules of evidence during validation sessions and activities 2.3 Check that context and conditions of assessment include clear instructions for assessor and candidate and relate directly to the assessment conditions of the relevant unit 2.4 Check that tasks to be administered to the candidate include clear and concise instructions and an outline of evidence requirements 2.5 Check that assessment decision-making rules and benchmarks, are clear and enable consistent outcomes 2.6 Check that recording mechanisms are clear and allow for sufficient information to be recorded 2.7 Review and use assessment maps to assist in determining validity of assessment instruments
3. Contribute to validation outcomes	3.1 Discuss validation findings to support improvements in the quality of assessment in a collective environment 3.2 Discuss, agree and record recommendations to improve assessment practice

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 1.4, 2.3, 2.4, 2.5, 2.6, 2.7	• Analyses and interprets relevant policies and procedures, benchmarks and validation materials
Writing	1.1, 3.2	• Records key information from the validation process accurately to meet requirements
Oral Communication	1.1, 1.4, 2.1, 2.2, 3.1, 3.2	• Communicates with others to confirm approaches, exchange ideas and information, articulate opinions, and reach agreement with others, using suitable tone, style and language
Navigate the world of work	1.1	• Identifies, confirms and takes responsibility for adherence to policies and procedures
Interact with others	1.1, 2.1, 2.2, 3.1, 3.2	• Collaborates with others and contributes to activities requiring joint responsibility and accountability
Get the work done	1.1, 1.2, 1.3, 1.4, 2.3, 2.4, 2.5, 2.6, 2.7, 3.2	• Organises and prioritises work commitments with a sense of what is achievable within the timeframe • Uses analytical processes in non-routine situations gathering information, and identifying and evaluating options against agreed criteria

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEASS403 Participate in assessment validation	TAEASS403B Participate in assessment validation	Updated to meet Standards for Training Packages. Revised performance criteria.	No equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEASS403 Participate in assessment validation

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Updates to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- actively participating in a minimum of three validation sessions that address the critical aspects of validation
- clearly identifying the purpose for each validation, and the legal and ethical responsibilities of assessors
- collating and presenting documentation for each validation in a logical manner
- communicating and liaising with relevant people
- providing feedback and interpreting documentation in validation sessions
- recording their contribution to validation findings.
-

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- how to determine the evidence needed to demonstrate competence in a competency-based environment
- the reasons for carrying out validation and different approaches to validation that may be appropriate before, during and after an assessment
- the components of assessment tools
- critical aspects of validation, including validation of assessment processes, methods and products
- how principles of assessment are addressed in validation

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- how rules of evidence are addressed in validation
- work health and safety legislation, codes of practice, standards and guidelines that impact on assessment
- obligations of an assessor under applicable legislation and/or standards, particularly in relation to validation activities.
-

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to:

- the texts and tasks usually found in the workplace
- units of competency and other materials used in validation sessions.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDEL301 Provide work skill instruction

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to conduct individual and group instruction, demonstrate work skills and assess the success of training and one's own training performance, using existing learning resources in a safe and comfortable learning environment.

It emphasises the training as being driven by the work process and context, and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations,

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Organise instruction and demonstration	1.1 Gather information about learner characteristics and learning needs 1.2 Confirm a safe learning environment 1.3 Gather and check instruction, demonstration objectives, and seek assistance if required 1.4 Access and review relevant learning resources and learning

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ELEMENT	PERFORMANCE CRITERIA
	materials for suitability and relevance, and seek assistance to interpret the contextual application 1.5 Organise access to necessary equipment or physical resources required for instruction and demonstration 1.6 Notify learners of details regarding the implementation of the learning program and/or delivery plan
2. Conduct instruction and demonstration	2.1 Use interpersonal skills with learners to establish a safe and comfortable learning environment 2.2 Follow the learning program and/or delivery plan to cover all learning objectives 2.3 Brief learners on any workplace health and safety (WHS) procedures and requirements prior to, and during, training 2.4 Use delivery techniques to structure, pace and enhance learning 2.5 Apply coaching techniques to assist learning 2.6 Use communication skills to provide information, instruct learners and demonstrate relevant work skills 2.7 Provide opportunities for practice during instruction and through work activities 2.8 Provide and discuss feedback on learner performance to support learning
3. Check training performance	3.1 Use measures to ensure learners are acquiring, and can use, new technical and generic skills and knowledge 3.2 Monitor learner progress and outcomes in consultation with the learner 3.3 Review relationship between the trainer/coach and the learner, and adjust to suit learner needs
4. Review personal training performance	4.1 Reflect upon personal performance in providing instruction and demonstration, and document strategies for improvement 4.2 Maintain, store and secure learner records, according to organisational and legal requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Learning	4.1	• Reflects on practice to improve
Reading	1.1, 1.3, 1.4, 2.2	• Sources and interprets processes and procedures, learning resources and information relevant to providing a work instruction and delivery
Writing	1.4, 1.6, 2.3, 2.6, 2.8, 3.2, 4.1, 4.2	• Accurately maintains learner records and documentation appropriate to the learning context and audience
Oral Communication	1.1, 1.6, 2.3, 2.4, 2.6	• Uses appropriate communication strategies to engage, build rapport, provide instruction, monitor progress and provide feedback to individuals or groups
Interact with others	1.2, 1.3, 2.1, 2.5, 2.8, 3.2	• Recognises the importance of consultation and negotiation while collaborating to confirm strategy and achieve required outcomes • Asks questions in order to clarify understanding, and to provide and seek feedback • Builds rapport to establish effective working relationships and to achieve effective outcomes
Get the work done	1.1-1.6, 2.1-2.8, 3.1-3.3, 4.1, 4.2	• Organises and completes work according to defined requirements, taking responsibility for some decisions and sequencing tasks to achieve efficient outcomes • Identifies and responds to potential risks, problems and opportunities for improvement and considers options for different approaches

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEDEL301 Provide work skill instruction	TAEDEL301A Provide work skill instruction	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL301 Provide work skill instruction

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- carrying out a minimum of three training sessions, involving demonstrating and instructing particular work skills for at least two different individuals or small groups, with each session addressing:
  - different learning objectives
  - a range of delivery techniques and effective communication skills appropriate to the audience.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- learner characteristics and needs
- the content and requirements of the relevant learning program, and/or the delivery plan
- the sources and availability of relevant learning resources and learning materials
- the content of relevant learning resources and learning materials
- training techniques that enhance learning, and when to use them
- introductory knowledge of learning principles and learning styles
- key workplace health and safety (WHS) issues in the learning environment, including:
  - roles and responsibilities of key personnel
  - responsibilities of learners
  - relevant policies and procedures, including hazard identification, risk assessment, reporting requirements, safe use of equipment and emergency procedures
  - risk controls for the specific learning environment.

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment and include access to any necessary workplace documents.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TLIA0003 Complete and check import/export documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to complete and check import and export documentation in accordance with the requirements of Customs and related legislation and workplace procedures.

It includes identifying procedures required for documenting import/export of goods, completing documentation to meet legislative and workplace requirements, checking documentation to ensure it meets legislative requirements and lodging documentation for processing.

Work is performed under some supervision generally within a team environment. Work is undertaken in a range of environments, including small to large worksites, in the Customs broking and freight forwarding industries.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify procedures required for	**1.1** Documents required for import/export of goods are identified

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	documentation for import/export of goods		
		1.2	Required documents are sourced
		1.3	Content requirements for each section of the documentation are applied
		1.4	Timelines for completion of documents are identified and noted
		1.5	Requirements for permits and other documentation (such as quarantine) are identified and implications are noted
		1.6	Procedures for obtaining clearances are identified and followed in accordance with the requirements of Customs, related legislation and workplace procedures
		1.7	Letters of credit are identified and implications of each are noted
		1.8	Assistance is sought, as required, to identify necessary documents and to commence process of assessing or completing these documents
2	**Complete documentation to meet legislative and workplace requirements**	**2.1**	Content requirements for each section of the documentation are identified and applied in accordance with the requirements of Customs, related legislation and workplace procedures
		2.2	Workplace procedures for authorisations are followed
		2.3	Data entry for documents is completed
		2.4	Problems arising in completing required documents are identified and assistance is sought to resolve these in accordance with the requirements of Customs, related legislation and workplace procedures
		2.5	Actions are taken to meet deadlines
		2.6	Assistance is sought, as required, in completing required documents
3	**Check documentation to ensure it meets legislative requirements**	**3.1**	Documents are collated and checked before forwarding to supervisor, manager or more senior personnel for checking within designated timelines in accordance with the requirements of Customs, related legislation and workplace procedures

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	3.2	Declarations are checked to ensure they meet the requirements of Customs, related legislation and workplace procedures
	3.3	Letters of credit are checked to ensure they meet commercial, transport and overseas requirements
	3.4	Dangerous goods (DG) documentation is checked in accordance with the requirements of Customs, related legislation and workplace procedures
	3.5	Document revisions are finalised, rechecked and forwarded to supervisor, manager or more senior personnel prior to lodgement
4 Lodge documentation for processing	**4.1**	Documents are copied then forwarded to relevant personnel in accordance with the requirements of Customs, related legislation and workplace procedures
	4.2	Copies of documents are filed, stored and retained in accordance with the requirements of Customs, related legislation and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2009 Complete and check import/export documentation.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA0003 Complete and check import/export documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating and working effectively with others when completing import and export documentation
- completing and checking documentation and records to meet relevant Customs legislation, related legislation and workplace procedures
- completing and/or assessing accuracy of import and export documentation
- identifying procedures required for documentation for import and export of goods
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- providing customer/client service
- reading, interpreting and following import and export instructions, procedures and labels
- reporting and/or rectifying identified problems promptly in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communications, computing and office equipment when completing import and export documentation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international standards, codes, conventions and regulations relevant to importing and exporting cargo and freight
- Customs Act and related legislation
- documentation requirements for importing and exporting cargo and freight
- focus of operation of work systems, equipment, management and site operating systems for completing import and export cargo and freight documentation
- problems that may occur when completing import and export documentation and appropriate action that can be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines

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- workplace procedures and policies for completing import and export documentation.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE)
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA0004 Complete receival and despatch documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to complete receival and despatch documentation in accordance with relevant regulations and workplace requirements as part of work activities within the transport and logistics industry.

It includes analysing orders to identify work requirements to fill order, following workplace order documentation processes, and finalising documentation in accordance with workplace procedures and any relevant regulatory requirements.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse order to identify work requirements to fill order	**1.1** Order request documentation is interpreted

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	1.2	Ordered goods are noted and workplace locations identified
	1.3	Workplace and goods information is used to organise documentation
	1.4	Required schedules for order movement are identified and communicated with relevant personnel
	1.5	Special aspects of order are identified and information on required documentation procedures and relevant regulatory requirements are identified, accessed and interpreted
2 Follow workplace order documentation processes	**2.1**	Workplace procedures for order receival and despatch documentation are identified
	2.2	Complete receival and despatch documentation in accordance with workplace procedures and regulatory requirements
3 Finalise documentation	**3.1**	Order is checked against schedule and order form
	3.2	Workplace records are completed and labels and appropriate documentation are attached in accordance with workplace procedures and regulatory requirements
	3.3	Special transportation requirements are identified and conveyed to appropriate personnel
	3.4	Required documentation for dangerous goods and hazardous materials is completed in accordance with regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Unit Mapping Information

This unit replaces and is equivalent to TLIA3015 Complete receival/despatch documentation.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA0004 Complete receival and despatch documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- applying work health and safety (WHS)/occupational health and safety (OHS) procedures
- communicating effectively with others
- completing receival and despatch documentation
- estimating size, shape and special requirements of goods and loads
- identifying containers and goods coding markings and emergency information panels
- interpreting and following operational instructions, procedures and information
- monitoring work activities in terms of planned schedule
- selecting and using relevant systems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation requirements for receiving and despatching goods
- focus of operation of work systems, equipment, management and site operating systems for receiving and despatching goods
- housekeeping standards and procedures
- national and international standards, codes and regulations relevant to completing receival and despatch documentation including:
    - bond requirements
    - dangerous goods codes
    - legislative requirements
    - quarantine requirements
- receival and despatch documentation anticipated problems and appropriate actions for resolution
- requirements of loads with special conditions including:
    - controlled substances

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    - dangerous goods
    - hazardous materials
    - security requirements
    - temperature-controlled goods
- site layout and obstacles
- specifications and standards for checking and inspecting received and despatched goods
- WHS/OHS and environmental protection procedures and guidelines
- workplace procedures and policies for completing receival and despatch documentation.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA0015 Organise receival and despatch operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise receival and despatch operations in accordance with regulations, codes of practice and workplace requirements in the transport and logistics industry.

It includes planning and organising receival operations, storing received stock, despatching ordered stock and completing documentation and records.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and organise receival and despatch operations	**1.1** Product characteristics and workplace procedures are applied to stock analysis
	1.2 Resources are identified to match product characteristics

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		1.3	Timeframes are scheduled to enable receival or despatch of stock according to workplace procedures
		1.4	Work processes are planned to meet specified timeframes
2	**Organise the storage and despatch of stock**	**2.1**	Employees, equipment and storage areas are allocated and supervised
		2.2	Individuals are informed of work requirements and deadlines
		2.3	Work processes are monitored to ensure human resources and equipment are maintained at productive levels in accordance with workplace procedures and work health and safety (WHS)/occupational health and safety (OHS) requirements
		2.4	Discrepancies in stocks are noted and reported in accordance with workplace procedures
3	**Complete documentation**	**3.1**	Documentation and records regarding receival and despatch operations are confirmed
		3.2	Documentation and records are completed and proofread
		3.3	Documentation and records are processed in accordance with workplace procedures and relevant regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces but is not equivalent to TLIA3018 Organise despatch operations and TLIA3019 Organise receival operations.

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Assessment Requirements for TLIA0015 Organise receival and despatch operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying contingency plans in accordance with workplace procedures
- applying relevant legislation and workplace procedures
- communicating and working with others
- estimating size, shape and special requirements of goods and loads
- identifying relevant stock and goods coding and labelling
- monitoring work activities in terms of specified deadlines
- operating and selecting equipment in accordance with operating procedures
- reading, interpreting and following relevant instructions, procedures, labels, information and signs
- selecting and using relevant equipment and communications technology
- selecting and using required personal protective equipment (PPE) and conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- discrepancies and appropriate actions to resolve
- documentation and record requirements for receival and despatch operations
- equipment used for organising receival and despatch operations including safety precautions and procedures
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for organising receival and despatch operations
- regulations relevant for organising receival and despatch operations, or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for organising receival and despatch operations.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA0019 Despatch stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to despatch stock.

It includes analysing orders to identify work requirements, following workplace processes to prepare goods for despatch, and completing despatch tasks in accordance with workplace procedures and schedules.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Review order to identify work requirements**	**1.1**	Order request, pick request and consignment note are reviewed for completion and despatch instruction
		1.2	Required schedules for despatch are identified

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		1.3	Products ordered are located and verified
		1.4	Despatch schedule, storage location and product knowledge are used to plan sequence of work
		1.5	Appropriate material handling equipment is selected within required work health and safety (WHS)/occupational health and safety (OHS) regulations and timeframe for the despatch
2	**Follow workplace processes to prepare goods for despatch**	**2.1**	Goods for despatch are selected and checked against labels and other identification systems
		2.2	Products are sorted, assembled and consolidated
		2.3	Orders are secured and placed in storage or despatch zones in accordance with schedule
3	**Complete despatch following workplace procedures and schedules**	**3.1**	Records are completed, and labels and appropriate documentation are attached
		3.2	Load labels and documentation are checked and loading is organised in accordance with workplace procedures and dangerous goods codes as required
		3.3	Final check of load labels and despatch and transfer documentation is completed in accordance with workplace procedures and statutory requirements
		3.4	Goods are confirmed as available for despatch and appropriate reporting is undertaken

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2021 Despatch stock.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA0019 Despatch stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating and working effectively with others when organising despatch operations
- completing documentation related to organising despatch operations
- completing tasks within work health and safety (WHS)/occupational health and safety (OHS) guidelines and workplace procedures
- modifying activities depending on operational contingencies, risk situations and environments
- interpreting and following instructions, procedures and labels relevant to organising despatch operations
- selecting and using relevant equipment and communications technology when organising despatch operations
- selecting and using required personal protective equipment (PPE) conforming to industry and WHS/OHS standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation and recording requirements for despatch operations
- equipment used during despatch operations and the precautions and procedures that should be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for despatching goods
- potential problems and possible solutions relating to despatching goods
- relevant legislation, regulations, codes of practice and industry guidelines for despatching operations
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout, obstacles and specialised zones
- workplace procedures and policies for organising despatch operations.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA0024 Replenish stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to replenish stock.

It includes applying product knowledge to participate in stock rotation activities, interpreting and filling replenishment requests, and completing all required stock replenishment tasks.

Work is performed under applicable supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Participate in stock rotation activities**	**1.1**	Stock levels are counted against appropriate documentation
		1.2	Stock levels are recorded and reported to relevant personnel
		1.3	Stocks are replenished, adjusted or rotated in

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			accordance with workplace procedures
		1.4	Stock reordering processes are activated in accordance with workplace procedures
		1.5	Routine and non-routine problems with products or storage systems are reported in accordance with workplace procedures
2	**Interpret and fill replenishment request**	**2.1**	Order request documentation is interpreted
		2.2	Products ordered are noted and storage locations are identified
		2.3	Storage location and product knowledge is used to plan sequence of work
		2.4	Appropriate material handling equipment is selected in accordance with workplace procedures and timeframes, and work health and safety (WHS)/occupational health and safety (OHS) regulations
		2.5	Required schedules for order movement and despatch or storage are identified and followed
3	**Complete stock replenishment**	**3.1**	Products are sorted, assembled and consolidated in the appropriate storage areas
		3.2	Work is checked in accordance with workplace procedures
		3.3	Documentation and records are completed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIA2020 Replenish stock.

Links

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Assessment Requirements for TLIA0024 Replenish stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- communicating and working effectively with relevant personnel when replenishing stock
- completing and interpreting documentation related to replenishing stock
- interpreting and following instructions, procedures and labels relevant to replenishing stock
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in stock and equipment in accordance with standard operating procedures
- replenishing, adjusting and rotating stock
- reporting and/or rectifying identified problems promptly in accordance with regulatory requirements and workplace procedures
- selecting and using relevant equipment when replenishing stock
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- documentation requirements for replenishing stock
- housekeeping standards and procedures
- material handling procedures
- potential problems and possible solutions relating to replenishing stock
- principles of operation and functions of stock control systems
- relevant legislation, regulations, codes of practice and industry guidelines relating to stock replenishment
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for replenishing stock.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA0029 Monitor temperature controlled stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to monitor temperature controlled stock.

It includes identifying goods requiring temperature control, monitoring temperature of goods, and identifying and rectifying identified problems in accordance with relevant regulations and workplace procedures.

Work is performed under minimal supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify goods requiring temperature control	**1.1** Goods requiring temperature control are identified and communicated to appropriate personnel
	1.2 Temperature for short-term and long-term storage is selected to match product type

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	1.3 Upper and lower limits for temperature control are identified and applied for each product type in accordance with workplace procedures
	1.4 Storage separations and co-storage applications are identified for products and workplace procedures are applied
2 Monitor temperatures	**2.1** Appropriate methods for determining temperature of goods are identified and validated
	2.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	2.3 Storage areas are monitored to ensure temperatures within range for product types
	2.4 Receival and despatch temperatures are monitored in accordance with workplace procedures
	2.5 Products are monitored to ensure compliance with previously identified temperature storage requirements
	2.6 Short-term storage times and temperatures are identified and monitored for transit goods
	2.7 Documentation is completed in accordance with workplace procedures
3 Identify and rectify problems	**3.1** Implications of incorrect temperature and intolerances are identified
	3.2 Temperature compromised goods are identified and appropriate action is taken in accordance with workplace procedures
	3.3 Causes of out-of-temperature range are identified and remedial action implemented in accordance with workplace procedures
	3.4 Appropriate personnel are notified for problem rectification, product review and action in accordance with workplace procedures
	3.5 Documentation is reviewed and updated to meet compliance requirements and workplace reporting

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA4025 Regulate temperature controlled stock.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA0029 Monitor temperature controlled stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation, regulations and workplace procedures
- checking refrigeration and stock temperatures remain within standard operating procedure (SOP) tolerances
- communicating effectively with others
- implementing contingency plans in the event of a failure or excursion in the cold chain management in consultation with appropriate personnel
- operating and adapting to differences in stock and equipment in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures and labels
- reporting and rectifying identified problems, faults or malfunctions in accordance with regulatory requirements and workplace procedures
- selecting and using relevant equipment, processes and procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- focus of operation of work systems, equipment, management and site operating systems for regulating temperature controlled stock
- hazards when regulating and working with temperature controlled stock and appropriate action to control the risks involved
- operating and adapting to differences in stock and equipment in accordance with workplace procedures
- problems with temperature controlled stock and appropriate rectifications
- relevant legislation, codes of practice, food safety standards and regulations for temperature controlled stock
- relevant work health safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines

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- special handling, stacking and storage requirements for temperature controlled stock
- workplace procedures and policies for regulating temperature controlled stock.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA2014 Use product knowledge to complete work operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use product knowledge to complete work operations in accordance with workplace requirements and relevant regulations, as part of work activities within the transport and logistics industries.

It includes identifying products in a subsection of a warehouse or other storage area, examining quality, reporting on products, as well as using inventory and labelling systems to identify and locate products.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify products in a	1.1 Products are identified against specified criteria in

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subsection of a warehouse or other storage area	accordance with workplace procedures
	1.2 Storage and handling characteristics are identified and applied consistently
	1.3 Products are described to internal customers identifying features that may affect location, safety or storage requirements
2 Examine quality and report on products	2.1 Products are inspected in accordance with workplace quality assurance procedures
	2.2 Workplace procedures are followed to replace, return or dispose of stock/products that are not useable
	2.3 Non-conforming products are recorded/reported in accordance with workplace procedures
3 Use inventory and labelling systems to identify and locate products	3.1 Inventory and labelling systems are used to locate products within the workplace
	3.2 Goods are physically located and identified

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2014A Use product knowledge to complete work operations.

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Assessment Requirements for TLIA2014 Use product knowledge to complete work operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in products and services in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when handling, transporting and storing products and providing information on products and services
- completing documentation related to work activities
- estimating the size, shape and special requirements of goods and loads
- identifying containers and goods coding, Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) markings and where applicable, emergency information panels
- reading and comprehending simple statements in English
- reading, interpreting and following instructions, procedures, information and signs relevant to handling, transporting, storing products and providing information on products and services
- selecting and using relevant communications, computing and load handling equipment
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- Australian codes and regulations relevant to products being identified, handled, transported, stacked and/or stored as part of work operations
- categories or groups of products and requirements for special handling, stacking and storage
- documentation requirements including reports and records concerning damaged or contaminated goods
- focus of operation of work systems, equipment, management and site operating systems for packaging goods
- housekeeping standards and procedures
- purpose and use of cataloguing and labelling systems
- site layout and obstacles
- strategies to seek out sources of product knowledge and to use this information to inform work
- types of equipment and storage areas appropriate for different categories of goods including perishable, fragile, dangerous, composition/state goods
- workplace procedures and policies for identifying, handling, stacking and storing particular categories of products.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

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TLID0006 Move materials mechanically using automated equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to move materials mechanically using automated equipment.

It includes selecting appropriate automated mechanical moving equipment, moving materials in accordance with operational requirements, checking condition of materials and completing required records.

Work must be carried out in compliance with relevant work health and safety (WHS)/occupational health and safety (OHS) regulations related to automated mechanical equipment.

Work is performed under limited or minimum supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify task and select automated equipment**	**1.1**	Automated equipment is selected in accordance with workplace procedures, manufacturer specifications and loads characteristics
		1.2	Pre-operational checks are completed and safe working load is determined in accordance with workplace procedures and manufacturer specifications
		1.3	Automated equipment faults are identified and appropriate action taken in accordance with workplace procedures
		1.4	Dangerous goods (DG) and hazardous materials are identified and handled in accordance with workplace procedures
2	**Move materials with automated equipment**	**2.1**	Planned route is determined and work area deemed safe
		2.2	Hazards are identified, risks are assessed and control measures are implemented
		2.3	Materials are moved using automated equipment in accordance with manufacturer specifications and workplace procedures
		2.4	Materials are monitored in accordance with workplace procedures
3	**Complete material move and records**	**3.1**	Materials are inspected in accordance with workplace procedures
		3.2	Records are updated in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Unit Mapping Information

This unit replaces and is equivalent to TLID2013 Move materials mechanically using automated equipment.

Links

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Assessment Requirements for TLID0006 Move materials mechanically using automated equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying workplace procedures when using automated equipment
- following relevant instructions, workplace procedures and signs
- monitoring performance of automated equipment and taking action in accordance with workplace procedures
- reporting automated equipment faults in accordance with workplace procedures
- undertaking operational checks of automated equipment
- using personal protective equipment (PPE) according to workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics, capabilities and limitations of automated equipment
- hazards when using automated equipment and related risk control measures
- problems that may occur and appropriate actions that can be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and regulations
- workplace policies and procedures for using automated equipment.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational

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situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant materials, tools, automated equipment and PPE
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID0015 Load and unload goods/cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to load and unload goods and/or cargo.

It includes loading and unloading goods and cargo, securing and protecting a load and completing all required documentation in accordance with relevant state or territory roads and traffic authority regulations and permit requirements.

Work is performed under general supervision within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Load and unload goods/cargo	**1.1** Load characteristics are identified and taken into account when determining appropriate loading and unloading workplace procedures
	1.2 Job hazards are identified and required actions taken to minimise, control or eliminate identified hazards

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	1.3 Dangerous or hazardous goods are identified and handled in accordance with the current Australian Dangerous Goods (ADG) Code and other relevant regulations and permit requirements, as required
	1.4 Load is packed and unpacked to make safe and effective use of available spaces
	1.5 Goods and/or cargo are loaded and unloaded in accordance with relevant mass and loading regulations and workplace procedures
	1.6 Lifting aids and appliances are selected and used to aid loading procedures in accordance with workplace procedures and safety legislation
	1.7 Unloading activities are conducted in a safe and efficient manner taking into account suitable locations, stowage, safe use of equipment and balance of remaining load
	1.8 Goods requiring special handling and/or documentation are identified, and workplace procedures are followed
	1.9 Relocated material is restacked appropriate for transport method, safe height, weight loading, size and crushability of goods
2 Secure, check and protect load	**2.1** Load distribution is checked to ensure it is even, legal and within safe working capacity
	2.2 Load is checked to ensure dangerous goods and hazardous substances are appropriately segregated in accordance with current ADG Code
	2.3 Load is secured using correct load restraint and protection equipment for different loads, carrying and storage conditions
	2.4 Load is protected in accordance with legal and workplace safety requirements
3 Complete documentation	**3.1** Load is inspected and checked for security to travel in accordance with relevant regulations and permit requirements and current ADG Code, as required
	3.2 All required goods documentation is completed in accordance with workplace requirements including current ADG Code, as required

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2004 Load and unload goods/cargo.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID0015 Load and unload goods/cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- applying required action to minimise, control or eliminate identified hazards
- completing relevant documentation
- estimating load size, shape and special requirements and taking appropriate action
- identifying containers and goods coding, Australian Dangerous Goods (ADG) Code and International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels, and taking appropriate action, as required
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in cargo and equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information, signs and labels
- reporting and/or rectifying identified problems promptly in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment (PPE) conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

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- chain of responsibility workplace procedures
- housekeeping workplace procedures
- National Transport Commission (NTC) Load Restraint Guide
- problems that may arise when loading and unloading goods and cargo and actions that should be taken to prevent or solve these problems
- relevant Australian and international regulations and codes of practice for handling and transporting dangerous goods and hazardous substances
- relevant Australian Standards and regulations, including state or territory mass and loading regulations
- risks when loading and unloading goods/cargo and related precautions to control risk
- safe work methods for securing load
- security awareness requirements when loading and unloading vehicles and in particular recognising, isolating and reporting suspicious cargo and goods
- site layout and obstacles
- WHS/OHS procedures and guidelines concerning the lifting and movement of loads
- workplace procedures and policies for loading and unloading goods/cargo.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation, including legislation, regulations, NTC Load Restraint Guide, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID0016 Operate a forklift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a forklift.

It includes checking forklift condition, driving forklift to fulfil operational requirements, and monitoring and maintaining forklift performance and site conditions in compliance with the relevant state/territory authority licence requirements and regulations, in a variety of operational contexts.

Operation of a forklift is performed under supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling.

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check forklift condition	**1.1** Forklift pre-start is documented and completed prior to commencement of work and relevant to equipment
	1.2 Forklift is checked for compliance in accordance with relevant legislation, manufacturer specifications and workplace procedures

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	1.3 Correct personal protective equipment (PPE) is selected and worn relevant to workplace procedures
	1.4 Equipment attachments are selected, checked against data plate, secured correctly and appropriate to the task and terrain
	1.5 Equipment faults and non-compliances are reported to relevant personnel
2 Drive forklift	**2.1** Route is planned in accordance with traffic management plans for the worksite
	2.2 Forklift is accessed correctly, using three points of contact, seatbelt is correctly worn and fastened, and mirrors and seats are adjusted for safe operation by driver
	2.3 Forklift is started, steered, manoeuvred, positioned and stopped in accordance with regulations, manufacturer instructions and workplace procedures
	2.4 Engine power is managed to ensure efficiency and performance and to minimise engine and gear damage
	2.5 Operational hazards are identified and/or anticipated and avoided or controlled through defensive driving and appropriate hazard control techniques
	2.6 Forklift is driven in reverse, maintaining visibility and achieving accurate positioning
3 Operate forklift to handle loads	**3.1** Lifting task to be undertaken is appropriately planned, and correct lifting truck and allowed attachments selected
	3.2 Load is lifted, carried, lowered and set down in accordance with WHS/OHS legislation, manufacturer specifications and workplace procedures
4 Monitor site conditions	**4.1** Hazards and traffic flow are identified when selecting the most efficient route and appropriate adjustments are made
	4.2 Site conditions are continuously monitored to enable safe operations and to ensure no injury to people or damage to property, equipment, loads or facilities occurs
5 Monitor and maintain forklift performance	**5.1** Performance and efficiency of vehicle operation is monitored during use
	5.2 Defective/irregular performance and malfunctions are reported to relevant personnel

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	5.3 Forklift records are maintained/updated in accordance with workplace procedures and legislative requirements
6 Perform shutdown	**6.1** Forklift is parked, shut down, checklist completed and equipment secured in accordance with manufacturer specifications, regulations and workplace procedures
	6.2 Defective/irregular performance, malfunctions or maintenance are recorded and reported to relevant personnel
	6.3 PPE is stored correctly in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to TLID2010 Operate a forklift.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID0016 Operate a forklift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- conducting pre-start and shutdown procedures
- ensuring forklift and its equipment are maintained in terms of service schedule and standard operating procedures (SOPs)
- identifying points of balance and safe lifting positions on a range of loads when operating a forklift, including attachments
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- monitoring performance of forklift and related equipment, and taking appropriate action, as required
- operating and adapting to differences in equipment in accordance with SOPs
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

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- correct lifting techniques to prevent excessive wear and tear on equipment
- efficient driving techniques
- engine power management and safe operating strategies
- forklift controls, instruments and indicators, and their use
- forklift handling procedures
- high-risk work licence requirements
- operating hazards and related defensive driving and hazard control techniques
- operational emergency procedures
- pre-operational and shutdown checks carried out on forklift and related actions
- principles of stress management when driving a forklift, including fatigue
- relevant duty of care requirements for operating a forklift
- relevant WHS/OHS and environmental procedures and regulations
- relevant workplace procedures
- site layout and obstacles.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID0021 Store and handle dangerous goods and hazardous substances

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to store and handle dangerous goods and hazardous substances.

It includes identifying requirements for working with dangerous goods and/or hazardous substances, confirming site incident procedures and selecting handling techniques in accordance with relevant work health safety (WHS)/occupational health and safety (OHS) regulations concerning the safe handling of dangerous goods and hazardous substances, within the transport and logistics industry.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify requirements for working with dangerous goods and/or hazardous substances**	**1.1** Dangerous goods and/or hazardous substances are identified from information, including class labels, manifests and other documentation
		1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
		1.3 Storage requirements for dangerous goods and/or hazardous substances are identified and applied
		1.4 Legislative requirements for dangerous goods and/or hazardous substances are used to plan work activities
		1.5 Handling procedures for different classes and characteristics of goods are identified
		1.6 Confirmation is sought from relevant personnel where dangerous goods and/or hazardous materials do not appear to be appropriately marked
2	**Confirm site incident procedures**	**2.1** Incident reporting processes are identified
		2.2 Emergency equipment is identified and checked in accordance with workplace procedures and statutory regulations
		2.3 Emergency procedures are identified and confirmed
3	**Select handling techniques**	**3.1** Load handling and shifting techniques are identified in accordance with particular goods and workplace procedures
		3.2 Handling equipment is checked for conformity with workplace requirements and manufacturer guidelines
		3.3 Suitable signage or placards are checked for compliance with workplace procedures, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2003 Handle dangerous goods/hazardous substances.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID0021 Store and handle dangerous goods and hazardous substances

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- completing relevant documentation
- estimating weights and dimensions of loads and any special requirements
- identifying and assessing handling and storage precautions and requirements for dangerous goods and/or hazardous substances
- identifying and selecting safety requirements for handling dangerous goods and/or hazardous substances
- identifying containers and goods coding, markings and emergency information panels for mode of transport and/or for storage selected, as required
- identifying dangerous goods/hazardous substances using labels, Globally Harmonized System of Classification and Labelling of Chemicals (GHS), International Maritime Dangerous Goods (IMDG) Code markings, HAZCHEM signs and other relevant identification criteria
- identifying job and site hazards, and planning work to minimise risks
- maintaining workplace records and documentation
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, regulations, information and signs
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards and workplace procedures
- problems that may arise when handling of dangerous goods and hazardous substances and actions that should be taken to prevent or solve these problems
- recognising hazards and applying precautions and required action to minimise, control or

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eliminate recognised hazards
- relevant regulations, codes and signage concerning handling dangerous goods and hazardous substances including:
  - Australian Dangerous Goods (ADG) Code
  - Australian Standards
  - GHS
  - HAZCHEM signs
  - IMDG Code
- risks when handling dangerous goods and hazardous substances and related precautions to control risk
- workplace procedures for handling and storing dangerous goods and hazardous substances

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation, including legislation, regulations, current ADG Code, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2003 Handle dangerous goods/hazardous substances

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to handle dangerous goods and hazardous substances in accordance with relevant work health safety (WHS)/occupational health and safety (OHS) regulations concerning the safe handling of dangerous goods and hazardous substances, within the transport and logistics industry.

It includes identifying requirements for working with dangerous goods and/or hazardous substances, confirming site incident procedures and selecting handling techniques.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify requirements for working with dangerous goods and/or hazardous substances	1.1 Dangerous goods/hazardous substances are identified from information including class labels, manifests and other documentation
	1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.3 Storage requirements for dangerous goods/hazardous substances are identified and applied
	1.4 Legislative requirements for dangerous goods/hazardous substances are used to plan work activities
	1.5 Handling procedures for different classes and characteristics of goods are observed
	1.6 Confirmation is sought from relevant personnel where dangerous goods/hazardous materials do not appear to be appropriately marked
2 Confirm site incident procedures	2.1 Incident reporting processes are identified
	2.2 Emergency equipment is located and checked in accordance with workplace procedures and statutory regulations
	2.3 Emergency procedures are identified and confirmed
3 Select handling techniques	3.1 Load handling and shifting procedures are selected in accordance with identified requirements for particular goods
	3.2 Handling equipment is checked for conformity with workplace requirements and manufacturer guidelines
	3.3 Suitable signage or placards are checked for compliance with workplace procedures, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2003A Handle dangerous goods/hazardous substances.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2003 Handle dangerous goods/hazardous substances

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating and working effectively with others
- completing relevant documentation
- determining required permits
- estimating weight and dimensions of load and any special requirements
- identifying and assessing handling and storage precautions and requirements for dangerous goods/hazardous substances
- identifying and selecting safety requirements for handling dangerous goods/hazardous substances
- identifying containers and goods coding, markings and emergency information panels for mode of transport storage selected
- identifying dangerous goods/hazardous substances using labels, International Maritime Dangerous Goods (IMDG) Code markings, HAZCHEM signs and other relevant identification criteria
- identifying job and site hazards, and planning work to minimise risks
- implementing contingency plans
- maintaining workplace records and documentation
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule, predicting consequences and identifying improvements
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, regulations, information and signs
- recognising hazards and applying precautions and required action to minimise, control or eliminate recognised hazards
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures

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- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- selecting appropriate equipment and work systems including PPE
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- equipment applications, capacities, configurations, safety hazards and control mechanisms
- housekeeping standards and procedures
- permit and licence requirements
- problems that may arise when handling of dangerous goods and hazardous substances and actions that should be taken to prevent or solve these problems
- relevant aspects of current Australian Dangerous Goods (ADG) Code and relevant Australian Standards
- relevant regulations and codes concerning handling dangerous goods/hazardous substances
- risks when handling dangerous goods/hazardous substances and related precautions to control risk
- workplace procedures for handling and storing dangerous goods/hazardous substances.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment, and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2010 Operate a forklift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a forklift in compliance with the relevant state/territory authority licence requirements and regulations, in a variety of operational contexts.

It includes checking forklift condition, driving forklift to fulfil operational requirements, and monitoring and maintaining forklift performance and site conditions.

Assessment of this unit will usually be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory work health and safety (WHS)/occupational health and safety (OHS) authority.

Operation of a forklift is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check forklift condition	1.1 Condition of forklift is checked for compliance with WHS/OHS and workplace requirements for warning devices, manufacturer specifications and nature of load shifting task
	1.2 Attachments are checked to ensure appropriate adjustment and operation
	1.3 Mirrors and seats are adjusted for safe operation by driver
	1.4 Logbooks are checked and appropriate workplace documentation is completed in accordance with workplace requirements
2 Drive forklift	2.1 Forklift is started, steered, manoeuvred, positioned and stopped in accordance with regulations and manufacturer instructions
	2.2 Engine power is managed to ensure efficiency and performance and to minimise engine and gear damage
	2.3 Operational hazards are identified and/or anticipated and avoided or controlled through defensive driving and appropriate hazard control techniques
	2.4 Forklift is driven in reverse, maintaining visibility and achieving accurate positioning
	2.5 Forklift is parked, shut down and secured in accordance with manufacturer specifications, regulations and workplace procedures
3 Operate forklift to handle loads	3.1 Lifting task to be undertaken is appropriately planned, and correct lifting truck and attachments are selected
	3.2 Load is lifted, carried, lowered and set down in accordance with WHS/OHS legislation, manufacturer specifications and company procedures
4 Monitor site conditions	4.1 Hazards and traffic flow are identified when selecting the most efficient route and appropriate adjustments are made
	4.2 Site conditions are assessed to enable safe operations and to ensure no injury to people or damage to property, equipment, loads or facilities occurs

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5 Monitor and maintain forklift performance	5.1 Performance and efficiency of vehicle operation is monitored during use 5.2 Defective/irregular performance and malfunctions are reported to relevant personnel 5.3 Forklift records are maintained/updated in accordance with workplace procedures and legislative requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2010A Operate a forklift.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2010 Operate a forklift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids, and carrying out lubrication processes
- communicating and working effectively with others
- completing relevant documentation
- ensuring forklift and its equipment are maintained in terms of service schedule and standard operating procedures
- identifying points of balance and safe lifting positions on a range of loads when operating a forklift (including accessories)
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of forklift and its equipment, and taking appropriate action as required
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- efficient driving techniques
- engine power management and safe operating strategies
- forklift controls, instruments and indicators, and their use
- forklift handling procedures
- high risk work licence requirements
- operating hazards and related defensive driving and hazard control techniques
- operational emergency procedures
- pre-operational checks carried out on forklift and related action
- principles of stress management when driving a forklift
- relevant duty of care requirements for operating a forklift
- relevant WHS/OHS and environmental procedures and regulations
- site layout and obstacles
- workplace operating procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

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TLID2022 Conduct weighbridge operations

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor changes to unit Application
- Minor changes to Performance Criteria
- Minor changes to Performance Evidence
- Minor changes to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct weighbridge operations.

It includes setting up for weighbridge operations, weighing loaded and unloaded vehicles, finalising weighbridge operations, and completing required records and documentation in accordance with workplace procedures and regulatory requirements.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Set up for weighbridge operations	**1.1** Weighbridge systems, including equipment, computer and recording arrangements, are checked for operational status
	1.2 Tests to confirm accuracy of weighbridge operation and related functions are conducted in accordance with workplace procedures, manufacturer instructions and relevant legislation
	1.3 Accurate reporting of results of inspection and testing is kept in accordance with statutory requirements, workplace procedures and industry guidelines
	1.4 Hazards are identified, risks are assessed, and control measures are implemented
	1.5 Faults and discrepancies in weighbridge operation are identified and appropriate action is undertaken in accordance with workplace procedures
2 Weigh loaded vehicles	**2.1** Vehicles are directed onto platform to obtain accurate weight
	2.2 Weight of loaded stationary vehicle is registered against vehicle and load identification
	2.3 Vehicle and load information is entered into workplace recording system and driver is issued with receipt and/or statement
	2.4 Areas of dispute are resolved or forwarded for further action to be undertaken in accordance with workplace procedures
3 Weigh unloaded vehicles	**3.1** Vehicles are directed onto platform to obtain accurate weight
	3.2 Weight of unloaded stationary vehicle is registered against vehicle
	3.3 Proposed load weight is assessed for conformance to statutory requirements
	3.4 Loading operations are commenced in accordance with legal loading weight, customer requirements and workplace procedures, and vehicle is re-weighed to establish final load weight, as required
	3.5 Vehicle and load information are entered into workplace recording system and invoice is issued to driver, as required
	3.6 Weighbridge documents, invoices or receipts are obtained in

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		accordance with statutory and workplace requirements
	3.7	Areas of dispute are resolved or forwarded for further action to be undertaken in accordance with workplace procedures
4 Complete weighbridge operations	**4.1**	Weighbridge systems, including equipment, computer and recording arrangements, are secured or made ready for next shift
	4.2	Record of operations is maintained and filed in accordance with workplace procedures and statutory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2022A Conduct weighbridge operations.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2022 Conduct weighbridge operations

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor changes to unit Application
- Minor changes to Performance Criteria
- Minor changes to Performance Evidence
- Minor changes to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- completing relevant documentation
- identifying, selecting and efficiently and effectively using weighbridge equipment
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of weighbridge equipment
- operating and adapting to differences in equipment in accordance with workplace procedures
- reading, interpreting and following relevant instructions, procedures and information
- reporting and/or rectifying identified problems, errors or malfunctions promptly in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment (PPE) conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- setting up and maintaining weighbridge equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

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- calculation method and approaches for metric and imperial systems
- classification procedures
- correct weighing procedures, including statutory and workplace requirements
- emergency response procedures
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- problems that may occur when conducting weighbridge operations and appropriate actions that can be taken to resolve these problems
- records and documentation requirements for weighbridge operations
- relevant regulations for conducting weighbridge operations, including relevant dangerous goods systems and dangerous goods regulation requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout
- weights and measures regulations
- workplace procedures for conducting weighbridge operations.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation, including legislation, regulations, National Transport Commission (NTC) Load Restraint Guide, relevant dangerous goods systems and dangerous goods regulation requirements, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIG2007 Work in a socially diverse environment

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Knowledge Evidence
- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply cultural awareness, communication principles and problem-solving techniques to facilitate working in a socially diverse environment. This is done in accordance with workplace procedures, relevant anti-discrimination and equal employment opportunity (EEO) regulations.

It includes communicating with customers and colleagues from diverse backgrounds and dealing with cross-cultural misunderstandings.

Work is performed with limited or minimum supervision, with some accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

G – Teamwork

Unit Sector

Rail sector.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Communicate with customers and colleagues from diverse backgrounds	**1.1** Customers and colleagues from all cultural groups are valued and treated with respect and sensitivity
	1.2 Cultural differences are accommodated in verbal and non-verbal communication
	1.3 Where language barriers exist, efforts are made to communicate through use of gestures or simple words in the other person's language
	1.4 Assistance from colleagues, reference material or outside organisations is obtained as required
2 Deal with cross-cultural misunderstandings	**2.1** Issues that may cause conflict or misunderstanding in the workplace are identified
	2.2 Difficulties are addressed with the appropriate people and assistance is sought from team leader/supervisor as required
	2.3 When difficulties or misunderstandings occur, possible cultural differences are considered
	2.4 Efforts are made to resolve misunderstandings, taking account of cultural considerations
	2.5 Issues and problems are referred to the appropriate team leader/supervisor for follow-up

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIG2007A Work in a socially diverse environment.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIG2007 Work in a socially diverse environment

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Knowledge Evidence
- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- communicating and working effectively with others when working in a socially diverse environment
- completing documentation related to working in a socially diverse environment
- reading, interpreting and applying instructions, legislation, procedures, information and signs relevant to working in a socially diverse environment
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- awareness of the culture of Australia's Indigenous and non-Indigenous peoples
- cultural awareness
- principles of equal employment opportunity (EEO) and anti-discrimination legislation as they apply to individual employees
- principles that underpin cultural awareness
- recognition of the different cultural groups in Australian society
- recognition of various international customer groups (appropriate to the sector and individual workplace)
- typical cross-cultural misunderstandings and problems, and appropriate ways of dealing with them
- typical modifications or reasonable adjustments that can occur in a workplace

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- workplace policies and procedures relevant to socially diverse work environment.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including workplace procedures, regulations and codes of practice.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIJ0001 Apply grain protection measures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply grain protection measures.

It includes identifying, preparing for and applying pest control measures, monitoring the application of pest control measures, ventilating fumigated storages and maintaining records in accordance with workplace requirements.

Work is performed under some supervision, generally within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

J – Quality

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to apply pest control measures	**1.1** Legal and workplace requirements for fumigation are followed in accordance with work order
	1.2 Hazards are identified, risks are assessed and control measures are implemented

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		1.3 Fumigation or spray application requirements are followed using silo and grain storage information in accordance with manufacturer instructions
		1.4 Records are confirmed by site measurements and observations
		1.5 Access and site-specific safety requirements to meet legislation and workplace instructions are determined
		1.6 Equipment is checked for conformance to workplace requirements and manufacturer specifications
		1.7 Storage is checked for gas-proofing in accordance with manufacturer and workplace instructions prior to fumigation
2	**Apply pest control measures**	**2.1** Personal protective equipment (PPE) and engineering controls are selected and used in accordance with workplace procedures
		2.2 Fumigant and spray applications are applied in accordance with manufacturer and workplace instructions
		2.3 Warning signs are placed in accordance with legislative and workplace requirements
		2.4 Application of fumigant or spray is monitored to ensure effectiveness of operation
		2.5 Empty fumigant containers are returned to manufacturer or retailer or are disposed of in accordance with legislative and workplace requirements
		2.6 Baits are prepared in accordance with legislation and manufacturer instructions
		2.7 Baits are placed in accordance with site requirements and manufacturer instructions

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIJ2003 Apply grain protection measures.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIJ0001 Apply grain protection measures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- communicating and working effectively with others
- completing relevant documentation
- identifying hazards, assessing risks and implementing control measures
- carrying out work in accordance with required work health and safety (WHS)/occupational health and safety (OHS) procedures and hazard control strategies, including using:
  - fumigant and pest control chemical labels
  - manufacturer instructions
  - personal protective equipment (PPE)
- identifying, selecting and using required equipment efficiently and effectively
- implementing contingency plans
- interpreting and following relevant instructions, procedures, information and labels
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- operating communications equipment to required protocol
- setting up and maintaining grain protection equipment
- using pest control agents in accordance with relevant national, state/territory legislation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

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- characteristics of grain types, varieties and grades, and their identification
- emergency response procedures
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- grain site layout and obstacles
- pests that infest grain in grain storage facilities
- potential problems with applying grain protection measures and appropriate resolutions
- procedures for environmental control and disposal activities
- relevant legislation and regulations for applying grain protection measures in grain storage facilities
- relevant WHS/OHS and environmental protection procedures and guidelines
- relevant workplace procedures and policies for applying grain protection measures
- storage and safe handling procedures for fumigants, chemicals and other grain protection materials.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIK2010 Use infotechnology devices in the workplace

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use infotechnology devices in the workplace in accordance with the relevant work health and safety (WHS)/occupational health and safety (OHS) regulations and workplace procedures, within the transport and logistics industry.

It includes identifying infotechnology equipment and systems; setting up, using and shutting down computer-based equipment and systems; and inputting, storing and presenting files/data. It also involves implementing workplace procedures for managing and securing data.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

K – Technology

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify infotechnology systems**	**1.1**	Types of infotechnology equipment used in the work area are identified
		1.2	Functions of equipment, component parts and accessories are identified
		1.3	Applications for workplace activities of different infotechnology equipment and systems are interpreted
		1.4	Routine faults in operating systems, software applications and operator errors are identified
		1.5	Sources of information on rectifying/reporting faults with operating equipment, systems and application are identified
2	**Access and operate computer-based equipment and systems**	**2.1**	Work environments and equipment are adjusted to meet ergonomic requirements and workplace policies and procedures
		2.2	Systems are accessed and checked, as required, for viruses
		2.3	Equipment is set up for work requirements in accordance with workplace procedures and manufacturer guidelines
		2.4	Infotechnology equipment and software operating manuals and/or help screens are used to inform work practices
		2.5	Required application software packages and accessories are selected and accessed
		2.6	Required file and/or data to be accessed is identified
		2.7	Files/data are filed in accordance with workplace procedures
		2.8	Shut-down procedures for files, applications and equipment are followed
3	**Input, store and present files/data**	**3.1**	Data is entered using appropriate equipment, keyboard/mouse, bar code reader, touch screen or other system
		3.2	Accurate input is confirmed
		3.3	Files are accessed in accordance with workplace

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		procedures
	3.4	Data is manipulated to suit work requirements and is checked for accuracy
	3.5	Saved files are accessed through relevant directories
	3.6	Information and disk/s are stored, as required
	3.7	Information is presented using computerised projection facilities as required
4 Implement workplace procedures for managing and securing data	**4.1**	Security procedures are followed in accordance with workplace procedures
	4.2	Precautions against the loss or corruption of data are followed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIK2010A Use infotechnology devices in the workplace.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIK2010 Use infotechnology devices in the workplace

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and/or completing electronic documentation through the use of infotechnology devices in the workplace
- adapting to differences in software and hardware equipment in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate hazards that may exist when using infotechnology devices in the workplace
- applying relevant legislation and workplace procedures
- identifying and using computer equipment, software, processes and procedures required within the job context
- identifying fault-finding procedures
- implementing contingency plans when using infotechnology devices in the workplace including using security and backup software and procedures
- modifying activities depending on operational contingencies, risk situations and environments
- operating infotechnology devices used within the workplace in accordance with operational requirements
- reading and interpreting instructions, procedures, information, operational instructions and manuals relevant to using infotechnology devices in the workplace
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of

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the requirements of the elements and performance criteria and include knowledge of:

- relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines for using computer equipment in the workplace
- typical problems that can occur when using infotechnology devices and computer applications in the workplace and related appropriate action that can be taken to prevent or solve these problems
- WHS/OHS risks and hazards when using computer equipment for work tasks, and ways of controlling these risks/hazards
- workplace procedures for using computer equipment and application software appropriate for work role.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL3003 Conduct induction process

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct an induction process for new workers and trainees commencing employment in the workplace, in accordance with relevant regulatory requirements, operational policies and procedures for the workplace concerned.

It includes outlining the relationship between the employee and the company, establishing and explaining the requirements of the position, and completing relevant workplace documentation.

Work involves planning, coordinating and conducting an induction program to prepare workers to enter and participate in the work activities of a workplace.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Outline the relationship between employee and the company	1.1 Employee is greeted and introduced to key personnel and areas in the workplace
	1.2 Workplace objectives, operating systems and workplace structures are explained
	1.3 Relationship between employee's position, and the workplace structure and objectives is identified
	1.4 Required work health and safety (WHS)/occupational health and safety (OHS), workplace procedures and employment conditions are explained
	1.5 Sources of information and assistance for employee are identified
	1.6 Emergency procedures are explained
2 Establish requirements of position	2.1 Job role, responsibilities and reporting relationships are explained
	2.2 Immediate work colleagues are introduced
	2.3 Workplace facilities and layout are shown to employee and flow of work/materials/goods and functions carried out in the area/s are explained
	2.4 Initial training in relevant WHS/OHS, equipment and work systems is provided in accordance with workplace procedures
	2.5 Employee rights and responsibilities in terms of equal employment opportunity, sexual harassment and anti-discrimination are explained
	2.6 Training opportunities are organised to develop individual job roles
	2.7 Workplace expectations of work functions and outputs are clarified
	2.8 Opportunities for employee to clarify concerns and ask questions are provided
3 Complete relevant workplace documentation	3.1 Workplace personnel records are completed in accordance with workplace requirements
	3.2 Tax declaration and other relevant documentation are checked for compliance with requirements

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3.3 Employee is requested to provide any additional information needed and notes are taken of any additional actions required

3.4 Workplace-specific documentation is submitted to appropriate personnel as required, in accordance with workplace requirements

3.5 Requirements of commonwealth and state/territory legislation on equal employment opportunity, sexual harassment and anti-discrimination are fulfilled

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL3003A Conduct induction process.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL3003 Conduct induction process

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- identifying and correctly using relevant equipment
- interpreting and following operational instructions
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- prioritising work
- reading interpreting and following relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- customer service standards and procedures
- emergency procedures and related equipment
- employee conditions of service
- instructional methods and resources required to conduct an induction program

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- personal protective equipment and instructions for its use
- site or workplace layout
- WHS/OHS policies and procedures
- workplace documentation and record keeping procedures and requirements
- workplace hazards and related hazard minimisation procedures
- workplace induction procedures and documentation requirements
- workplace structures and employee roles and responsibilities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC0003 Licence to operate a forklift truck

Modification History

Release 1. This is a release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit specifies the skills and knowledge required to operate a forklift truck safely in accordance with all relevant legislative requirements. Competence in this unit, does not in itself result in a HRWL licence to operate this plant.

Forklift truck means a powered industrial truck equipped with lifting media made up of a mast and an elevating load carriage to which is attached a pair of fork arms or other attachments that can be raised 900 mm or more above the ground, but does not include a pedestrian-operated truck or a pallet truck.

A person performing this work is required to hold a forklift truck High Risk Work Licence (HRWL).

This unit requires a person operating a forklift truck to:

- plan for the work/task
- prepare for the work/task
- perform work/task
- pack up

Licensing/Regulatory Information

Legislative and regulatory requirements are applicable to this unit of competency.

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations and meets Commonwealth, State and Territory HRWL requirements.

The National Assessment Instrument (NAI) is the mandated assessment for the HRWL to operate the relevant licencing class as detailed in this unit.

Pre-requisite Unit

Not applicable

Competency Field

LIC - Licencing Units

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Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work/task	**1.1** Task requirements are identified from work orders or equivalent and confirmed with relevant people and site inspection is conducted in accordance with workplace procedures
	1.2 Work area operating surface is assessed to determine suitability for operational use of forklift truck in accordance with workplace procedures
	1.3 Suitability of forklift truck and attachment working load limit (WLL) is determined for the load/s and work/task requirements in accordance with manufacturer requirements and workplace procedures
	1.4 Working area is inspected and appropriate paths for operating the forklift truck and moving and placing load/s in work area are assessed and managed in accordance with workplace procedures
	1.5 Hazard and risk control measures are identified and reported to relevant person/s in accordance with workplace procedures
	1.6 Traffic management plan implementation is confirmed in accordance with workplace procedures
	1.7 Appropriate communication procedures are identified with relevant people in accordance with workplace procedures
	1.8 All work is confirmed to ensure coverage of work/task requirements for the relevant work area is in accordance with workplace procedures

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2	**Prepare for work/task**	**2.1** Consultation with workplace person/s is maintained to ensure workplan is clear and consistent with site requirements in accordance with safe work procedures
		2.2 Weather and work environmental conditions are assessed to determine any impact on forklift truck operations in accordance with manufacturer requirements and safe work procedures
		2.3 Risk control measures for hazards identified are checked for implementation in accordance with safe work procedures
		2.4 Forklift truck is accessed in a safe manner in accordance with manufacturer requirements and workplace procedures
		2.5 Forklift truck logbook is checked in accordance with manufacturer, regulatory requirements and safe work procedures
		2.6 Pre-start checks are carried out and any damage and defects are reported, recorded and appropriate action is taken in accordance with safe work procedures and manufacturer requirements
		2.7 Forklift truck is set up correctly with any relevant attachments as per work plan in accordance with relevant manufacturer requirements including data plate and safe work procedures
		2.8 Operational checks are carried out and any damage and defects are reported, recorded and appropriate action is taken in accordance with manufacturer requirements and safe work procedures
		2.9 Hazard and risk control measures are checked for implementation and communicated to people in the work area in accordance with safe work procedures
3	**Perform work/task**	**3.1** Weight and positioning of load is assessed to ensure compliance with forklift truck data plate requirements and in accordance with safe work procedures

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	3.2	Forklift truck is operated safely in accordance with manufacturer requirements and safe work procedures
	3.3	Loads are monitored constantly when lifting, moving, lowering and placing to ensure stability of load and avoidance of hazards in accordance with safe work procedures
	3.4	Unplanned and unsafe situations are responded to in accordance with safe work procedures
	3.5	Loads are picked up, transported and placed using all forklift truck movements in accordance with safe work procedures
	3.6	Forklift truck is parked, switched off and isolated appropriately in accordance with manufacturer requirements and safe work procedures
4 Pack Up	**4.1**	Forklift truck shutdown procedures are carried out in accordance with manufacturer requirements and safe work procedures
	4.2	Forklift truck is secured to prevent unauthorised access/use in accordance with safe work procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLILIC2001 Licence to operate a forklift truck

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Links

Companion Volume Implementation Guide - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC0003 Licence to operate a forklift truck

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying safe operating procedures for a forklift truck including:
  - maintaining safe operating speed
  - travelling with load lowered to an appropriate height for the terrain, operating surface and visibility in relation to direction of travel
- applying relevant forklift truck manufacturer requirements and data plate information and approved modifications to attachments fitted are in accordance with manufacturer requirements
- carrying out pre-start checks, including visual inspection which must include:
  - battery charge as required by manufacturer requirements
  - checking and interpreting data plate/s are relevant to the attachment and the forklift truck
  - checking for signs of paint separation and stressed welds indicating potential structural weakness
  - document evidence of damage
  - engine / mechanical fluid level checks including fuel as required by manufacturer requirements
  - ensuring availability of correct forklift truck logbook and updating records as required
  - ensuring forklift truck tynes or other attachment/s are securely fitted
  - ensuring seat and mirrors are adjusted appropriately and seat belt is functional
  - fluid leaks
  - lights are working effectively
  - safety equipment checks
  - signage and labels to ensure they are visible and legible
  - wheels and tyres for damage/correct inflation if applicable
- conducting and applying risk and hazard assessment strategies including:
  - insufficient lighting
  - other specific hazards including dangerous goods
  - overhead hazards and fixed structures, roof beams and doorways
  - restricted and poorly ventilated areas

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  - surface suitability based on forklift truck and task requirements
  - the risk of collision with people, moving plant and fixed structures
  - weather conditions
- complying with Commonwealth, State and Territory Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) legislation, regulations safe work and workplace procedures
- conducting operational checks, which must ensure:
  - all controls are located, identified and tested for functionality
  - all hydraulic functions operated to maximum extension and ensuring attachment (if fitted) movements and control functions are smooth and comply with operating requirements
  - hazard warning systems (e.g. reversing beepers, lights and horns) are functional
  - recording and maintaining accurate information relating to forklift truck operations
  - safety devices as fitted
  - start-up is in accordance with manufacturer requirements
  - steering, transmission and brake functions comply with operating requirements
  - there are no unusual noises
- confirming and following traffic management plan procedures relevant to their role in the work area
- conducting relevant procedures for refuelling and isolating fuel/power source as per manufacturer requirements using appropriate PPE
- determining relevant lifting attachment to perform work/task
- determining lift requirements including:
  - positioning of unusually balanced/shaped loads
  - centre of gravity
  - dynamic nature of load
  - tyne/attachment positioning
  - weight
- ensuring risk control measures within the work area are effective as per workplace procedures
- identifying, isolating and tagging out defective equipment and reporting to authorised person/s
- interpreting and confirming relevant documentation, workplace instructions, safety information, emergency procedures for the work task and relevant area
- interpreting workplace procedures in relation to various environmental conditions
- maintaining communication with other workplace personnel through using worksite procedures including:
  - audible and visual warning devices
  - signage
  - two-way radio
  - verbal instructions
  - written instructions
- maintaining three points of contact whilst accessing and egressing forklift truck and ensuring

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rungs / steps are free of hazards
- operating and monitoring safe forklift truck operations using minimum 250kg dynamic and non-dynamic loads that include:
  - aligning tynes/attachment to load
  - carrying out a lift to 75% of the maximum height
  - conducting trial lift to ensure forklift truck and load are stable, and load is safe to move
  - correctly using horns and mirrors in workplace
  - correctly positioning and using an observer to assist when operating with a load that may restrict vision or be placed out of vision of the operator
  - driving applicable to conditions and moving loads safely
  - driving a forklift truck safely with load in forward and reverse, while maintaining visibility through an obstacle course including:
    - an 'S' bend with a minimum 90 degrees left and right turn
    - ensuring load/s remains stable through pick up, transport and placement
    - forklift truck speed is appropriate to load and surroundings
    - lowering dynamic and non-dynamic loads to appropriate height for travel in forward and reverse
  - picking up, driving, manoeuvring and placing dynamic and non-dynamic loads safely at various heights within a compliant racking system
  - picking up, driving, manoeuvring and placing dynamic and non-dynamic loads safely into/onto an elevated, flat, stable area
  - tilting mast (or forks if applicable) to ensure balance of load
  - using gluts/dunnage appropriately and lowering load safely
  - using tilt and side shift (where fitted) safely to manoeuvre dynamic and non-dynamic loads into allocated space
- reporting to relevant person/s on site risk control measures that are not in place or are deficient
- setting up an exclusion zone
- securely parking forklift truck and isolating in appropriate position including:
  - minimising possible access by unauthorised person/s
  - tynes/attachment lowered to required position in accordance with manufacturer requirements
  - park brake applied
  - switching off, isolating fuel/power source and removing key according to workplace procedures
- shutting down a forklift truck in accordance with manufacturer requirements and workplace procedures

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- Australian and industry standards, codes of practice and guidelines to safely operate a forklift truck
- communication procedures including:
  - audible and visual warning devices
  - hand signals
  - questioning techniques
  - signage
  - traffic warning systems
  - two-way radio
  - written instructions
- forklift truck characteristics and capabilities, manufacturer requirements and instructions for any attachments
- impact of the following on the operation of the forklift truck including:
  - failure/loss of control including brakes and steering
  - failure of equipment during forklift truck operations
  - forklift truck instability causes including:
    - deterioration of ground condition
    - overloading
    - pick up and placement of load
    - irregular loads
  - operating on ramps and uneven surfaces and in restricted spaces
  - use of forklift truck data plate and attachment data plate and appropriate methodology to determine weight of a load is appropriate for forklift truck and any attachment if fitted including the estimation or determination from:
    - labels on the actual load
    - markings on the actual load
    - paperwork such as consignment notes, running sheets and weighbridge dockets
    - weighing a carton and calculating load
- manufacturer requirements, instructions and operator's manual
- problems, and appropriate response procedures to unplanned and/or unsafe environmental conditions including:
  - wind
  - lightning
  - water/ice impacted surface/ground
  - rain
  - extreme heat
  - Ultra violet (UV) exposure
- problems and equipment faults, and implementing appropriate response procedures to unplanned and/or unsafe situations including:
  - lock out and tag out procedures
- relevant procedures for refuelling and recharging forklift truck using appropriate PPE

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including:

- gas bottle
- connecting battery to charger and disconnecting battery from charger and reconnecting to forklift truck
- refuelling

- procedures for recording, reporting and maintaining workplace records and information
- risk assessment process including hierarchy of control:
  - elimination
  - substitution
  - isolation
  - engineering controls
  - administrative controls
  - personal protective equipment (PPE)
- safe use and compliance of different types of attachments including:
  - bale clamps
  - carpet spike for carpet rolls
  - drum carrier
  - jib attachment
  - paper roll clamps
  - personnel work platforms
  - rotators
  - slippers/fork extensions on tynes
- suitability and lifting capability of the attachment to be used
- shut down procedures for a forklift truck in accordance with manufacturer requirements
- traffic management plan procedures and requirements
- typical routine problems encountered operating a forklift truck and associated equipment, and adjustments required for correction
- workplace procedures including work plan which may be verbal, documented/written, or electronically generated
- work area operating surface suitability including issues with:
  - backfilled ground
  - bitumen (damaged, cracked)
  - concrete (damaged, cracked)
  - hard compacted soil
  - potholes
  - railway tracks
  - rough uneven or difficult terrain including sloping surfaces, uneven surfaces, steel decks and grates
  - soft soils
  - trench covers
- Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety

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and Health (OSH) requirements, safe work and workplace procedures

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

- Simulators must not be used in the assessment of this unit of competency.

Resources for assessment must include access to:

- a suitable forklift truck that complies with AS 2359 Powered industrial trucks and is in a safe/serviceable condition in accordance with manufacturer requirements
- associated equipment for forklift truck operations
- suitable dynamic and non-dynamic loads
- suitable compliant racking system
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including:
  - approved codes of practice and relevant guidance material
  - relevant Australian technical standards
  - manufacturer guidelines (instructions, requirements or checklists), relevant industry standards and operating procedures (where applicable)

Links

Companion Volume Implementation Guide - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX0004X Administer inventory systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit of competency describes the skills and knowledge required to administer inventory systems. It includes identifying inventory systems, tracking inventory, planning and administering inventory systems and completing inventory audits and reports.

Inventory is defined as the quantity of goods owned and stored by an organisation that is intended either for resale or is raw materials and components used in producing goods that are then sold.

Inventory systems provide visibility and integration in the supply chain and they are used to record transactions associated with receiving, reducing or writing inventory off. An inventory system can include desktop software, barcode scanners, barcode labels, mobile devices and applications.

The unit is applicable to those with responsibilities for inventory systems within a supply chain.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X - Logistics

Unit Sector

Cross sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify inventory systems**	**1.1** Software, applications and devices used in the inventory system are identified
		1.2 Third party inventory control operations are verified
		1.3 Demand forecasting methods and tools are determined
		1.4 Inventory system policies, procedures and processes are confirmed
2	**Plan and administer inventory**	**2.1** Inventory characteristics are ascertained
		2.2 Stock specifications, locations, labels and reference numbers are validated using the inventory system
		2.3 Receipt and despatch stock is securely stored in designated locations and the inventory system is updated, as required
		2.4 Stock is monitored and reordered to meet optimum replenishment requirements, in accordance with organisational inventory procedures
		2.5 Stock is requisitioned and documentation is updated on the inventory system, as required
		2.6 Stock sorting, recycling and disposal is undertaken, in accordance with organisational inventory procedures
		2.7 Stock damage and losses against forecasts are assessed and investigations are completed into unacceptable cases
		2.8 Stock security is maintained, in accordance with organisational inventory procedures
3	**Track inventory**	**3.1** Inventory is monitored and tracked using the inventory system
		3.2 Buyers are kept informed of stock levels, in accordance with organisational inventory procedures
		3.3 Inventory transactions are monitored, in accordance with organisational inventory procedures
		3.4 Reorder cycles are adjusted to maintain consistent

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	supply, as required
	3.5 Discrepancies, out of specification and redirection opportunities are managed and reported using the inventory system
	3.6 Inventory reports are analysed and corrective action is taken, as required
	3.7 Vendor Managed Inventory (VMI) systems are used to manage inventory, as required
4 Complete inventory audits and reports	**4.1** Inventory audits and cycle counts are performed, in accordance with organisational inventory procedures
	4.2 Report on inventory system management is produced, in accordance with organisational inventory procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to TLIA3016 Use inventory systems to organise stock control.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX0004X Administer inventory systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- assessing and managing stock quality including analysing discrepancies, out of specification and redirection opportunities
- categorising and labelling stock
- checking inventory specifications
- ensuring handling, sorting, disposal and recycling of stock is performed
- following organisational inventory policies and procedures
- identifying inventory characteristics
- maintaining and managing optimum stock levels
- meeting inventory system documentation requirements
- monitoring stock security
- reading and interpreting information and data related to inventory systems
- recording and maintaining inventory information
- undertaking quality control
- using the inventory system including inventory software and applications
- utilising Vendor Managed Inventory (VMI) systems
- validating third party inventory control operations.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- features of inventory systems
- financial implications of inventory management
- inventory documentation and reporting requirements including those for discrepancies, out of specification and redirection opportunities
- inventory loss and damage control
- inventory policies and procedures
- inventory tracking and security
- layout of inventory storage areas

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- maintenance and monitoring of stock quality and levels
- methods for categorising and labelling inventory
- principles of inventory management
- principles of quality control
- reorder cycles
- storage conditions for the maintenance of inventory including product life cycles, maximising use, rotation and replenishment requirements
- third party inventory control operations
- types of inventory systems
- valuation methods for different inventory items
- Vendor Managed Inventory (VMI) systems.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to a range of

- exercises, case studies or other simulations
- materials, tools and equipment used in industry including:
  - inventory systems and stock control equipment and tools
- documentation including organisational policies and procedures, industry standards, regulations, codes of practice, operational manuals and equipment specifications.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX0013X Maintain stock control and receivals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit of competency describes the skills and knowledge required to maintain stock control and receivals. It includes establishing supply arrangements, monitoring and maintaining stock, processing receivals and storing stock, determining stock wastage and discrepancies and performing stock audits and reporting.

Stock control involves the monitoring and managing of an organisation's stock. It applies to all stock at every stage of the production process from purchasing and delivery to using and reordering stock.

Receivals is the function of checking items delivered as new stock or supplies. It requires the inspection of goods and materials for quality, condition and quantity and the allocating of space in the storage facility or warehouse.

The unit is applicable to those with responsibilities for stock control and/or receivals within a supply chain.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X - Logistics

Unit Sector

Cross sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Establish supply arrangements	**1.1** Approved business data, forecasting methods and measures to calculate stock levels for standard business periods, peak seasons and special events are established
	1.2 Optimum supply arrangements are sourced and negotiated using approved purchasing specifications
	1.3 Stock quantities and cost effective terms of purchase are established
	1.4 Agreements are recorded, in accordance with stock control and receival procedures
2 Monitor and maintain stock	**2.1** Stock control systems and equipment to administer and monitor ordering processes and procedures, including real time tacking information from stock handling and data collection technologies, are used
	2.2 Stock levels and reorder cycles are monitored and maintained using approved forecasting methods and tools
	2.3 Evaluation of stock against specifications, including adjusting sources of supply, is undertaken, as required
	2.4 Optimal safety stock placement and service level optimisation is monitored, in accordance with the continuity plan and stock control and receival procedures
	2.5 Stock levels are recorded and reported, in accordance with stock control and receival procedures
3 Process receivals and store stock	**3.1** Orders for stock are processed and documented, including checking and recording receivals, against purchase and supply agreements
	3.2 Stock is distributed, transported and stored in an approved storage area using safe manual handling techniques
	3.3 Stock is inspected for quality, use by dates and damage
	3.4 Stock is labelled and any excess is reported, in accordance with stock control and receival

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		procedures
4	**Determine stock wastage and discrepancies**	**4.1** Control system and procedures for stock with high wastage or loss is implemented
		4.2 Stock is rotated for maximum use and minimum wastage, as required
		4.3 Excess or spoilt stock, including hazardous substances, is disposed of safely, in accordance with stock control and receival procedures
		4.4 Stock losses and discrepancies are recorded, in accordance with stock control and receival procedures, and security measures are reviewed
5	**Perform stock audits and report**	**5.1** Stock audits are performed and reports are produced within designated timeframes
		5.2 Audit findings and discrepancies in stock and receivals are reported to approved personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to TLIA3038 Control and order stock and TLIA3039 Receive and store stock.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX0013X Maintain stock control and receivals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- assessing stock loss, wastage, excesses and discrepancies
- completing stock orders and receivals within established timelines
- disposing of stock safely including hazardous substances
- forecasting stock and receivals using approved methods and tools
- identifying supply sources for different types of products
- identifying third party inventory control operations
- implementing cost effective stock purchasing and control systems
- maintaining stock and receival data and records
- monitoring optimal safety stock placement and service level optimisation
- monitoring stock control systems, stock quality and cost effectiveness of supplies
- performing stock audits
- producing stock control reports
- receiving, storing, monitoring and maintaining stock levels over life cycle periods
- undertaking supplier and customer relationship management
- utilising stock handling, receivals and data collection technologies
- working with continuity plan and stock control and receival policies and procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- continuity plans
- contractual and preferred supplier arrangements
- disposal methods for stock and waste including hazardous substances
- stock control and receivals policies and procedures
- principles of stock control including:
    - approaches to calculating stock levels and replenishment requirements
    - factors that may influence purchase specifications

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    - forecasting methods for calculating inventory consumption
- methods and tools for calculating cost effective stock quantities including
    - methods of stock control including FIFO (First In, First Out) and LIFO (Last In, First Out)
    - standard measures and formulas for yield testing
    - stock control systems including bin card system, imprest system, integrated point of sale system and ledger systems
- product life and storage requirements for specific stock
- real time information using stock data technologies
- report requirements on stock loss, wastage, excesses and discrepancies
- safe manual handling techniques
- safe stock placement and service level optimisation
- security measures for stock including storage and tracking
- stock control audits
- stock ordering and delivery processes
- stock quality control
- stock reorder cycles for standard business periods, peak seasons and special events
- supplier and customer relationship management
- supply sources for different types of products
- types of computerised stock control systems, their functions and features.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to a range of

- exercises, case studies or other simulations
- materials, tools and equipment used in industry including:
    - access to suppliers with whom the learner can interact, commercial purchase specifications, stock control procedures and reports and costs and contractual documentation used for the purchase of stock
    - stock control software systems and applications
- documentation including organisational policies and procedures, industry standards, regulations, codes of practice, operational manuals and equipment specifications.

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Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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FBP Food, Beverage and Pharmaceutical

Modification History

Not applicable.

Credit Arrangements

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPSS00001 Advanced baking skill set

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0. Corrected typographical errors.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0.

Description

This skill set addresses the skills required to provide bakers with advanced knowledge and skills to produce baking products.

Pathways Information

These units of competency provide a pathway from *FBP30417 Certificate III in Bread Baking* and *FBP30517 Certificate III in Baking*. Three of the units provide credit toward *FBP40217 Certificate IV in Baking*.

Licensing/Regulatory Information

Food safety legislation applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users of this skill set are advised to check with their food safety authority for specific requirements.

Skill Set Requirements

An asterisk next to the unit code indicates that there are prerequisite requirements which must be met as part of the skill set requirements. Please refer to the Prerequisite requirements table for details.

- FBPRBK3005 Produce basic bread products
- FBPRBK3018 Produce basic artisan products
- FBPRBK4001* Produce artisan bread products
- FBPRBK4002* Develop advanced artisan bread methods

Prerequisite requirements

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Unit of competency	Prerequisite requirement
FBPRBK4001 Produce artisan bread products	FBPRBK3005 Produce basic bread products
FBPRBK4002 Develop advanced artisan bread methods	FBPRBK4001 Produce artisan bread products

Target Group

This skill set is for experienced bakers working in a commercial baking environment.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet industry requirements for producing advanced bakery products in a commercial baking environment.

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FBPSS00002 Bread baking for pastry cooks skill set

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0. Corrected typographical error.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0.

Description

This skill set addresses the skills required to provide pastry cooks with the knowledge and skills to bake bread products.

Pathways Information

These units of competency provide a pathway from the *FBP30317 Certificate III in Cake and Pastry* or equivalent.

Licensing/Regulatory Information

Food safety legislation applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users of this skill set are advised to check with their food safety authority for specific requirements.

Skill Set Requirements

An asterisk next to the unit code indicates that there are prerequisite requirements which must be met as part of the skill set requirements. Please refer to the Prerequisite requirements table for details.

- FBPRBK3005 Produce basic bread products
- FBPRBK3006 Produce savoury bread products
- FBPRBK3007 Produce specialty flour bread products
- FBPRBK3014 Produce sweet yeast products
- FBPRBK4001* Produce artisan bread products

Prerequisite requirements

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Unit of competency	Prerequisite requirement
FBPRBK4001 Produce artisan bread products	FBPRBK3005 Produce basic bread products

Target Group

This skill set targets experienced pastry cooks who require the skills and knowledge to bake bread products in a commercial baking environment.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet industry requirements for baking bread products in commercial bakeries.

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FBPSS00003 Cake and pastry baking for bread bakers skill set

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0. Corrected typographical errors in *Suggest words for Statement of Attainment* section.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0.

Description

This skill set addresses the skills required to provide bread bakers with the knowledge and skills to bake cake and pastry products.

Pathways Information

These units of competency provide a pathway for individuals who hold the *FBP30417 Certificate III in Bread Baking* or equivalent.

Licensing/Regulatory Information

Food safety legislation applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users of this skill set are advised to check with their food safety authority for specific requirements.

Skill Set Requirements

- FBPRBK3001 Produce laminated pastry products
- FBPRBK3002 Produce non laminated pastry products
- FBPRBK3008 Produce sponge cake products
- FBPRBK3009 Produce biscuit and cookie products
- FBPRBK3010 Produce cake and pudding products
- FBPRBK3018 Produce basic artisan products

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Target Group

This skill set targets experienced bread bakers who require the skills and knowledge to bake cake and pastry products in a commercial baking environment.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet industry requirements for baking cake and pastry products in commercial bakeries.

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FBPSS00004 Food Safety Auditor Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Description

This skill set is designed to cover the knowledge and skills required of an entry level food safety auditor who conducts low risk safety audits (as outlined in the National Regulatory Food Safety Auditor Guideline and Policy) in food preparation or food processing sites.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package,* including:

- *FBP40418 Certificate IV in Food Science and Technology*
- *FBP50118 Diploma of Food Science and Technology*.

Licensing/Regulatory Information

This Skill Set supports relevant legislation, including food standards included in the Australian New Zealand Food Standards Code and industry codes of practice relating to validation and verification of a food safety program and the audit requirements detailed in the National Regulatory Food Safety Auditor Guideline and Policy, and should be read in conjunction with these documents.

Regulatory food safety audits in Australia are covered by state/territory legislative frameworks that support the requirements of the National Food Safety Audit Policy 2009.

Skill Set Requirements

- FBPAUD4001 Assess compliance with food safety programs
- FBPAUD4002 Communicate and negotiate to conduct food safety audits
- FBPAUD4003 Conduct food safety audits
- FBPAUD4004 Identify, evaluate and control food safety hazards

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Target Group

This skill set is for food safety auditors who carry out low risk food safety audits.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package*, meet the requirements for a food safety auditor who audits low risk food preparation and processing sites.

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FBPSS00006 Pasteuriser and Homogeniser Operator Skill Set

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Description

This skill set is designed to develop the knowledge and skills of pasteuriser and homogeniser operators so that work is carried out in accordance with company policies and procedures, regulatory/licensing requirements and legislative requirements for the operation of high temperature/short time (HTST) and ultra-high temperature (UHT) pasteurisation equipment.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package*, including:

- FBP20121 Certificate II in Food Processing
- FBP30121 Certificate III in Food Processing.

Licensing/Regulatory Information

No licensing or certification requirements apply to this skill set at the time of publication. However, legislative and regulatory requirements for food processing exist so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Skill Set Requirements

- FBPOPR2088 Operate pumping equipment
- FBPOPR2094 Clean equipment in place
- FBPOPR3011 Operate a heat treatment process
- FBPOPR3013 Operate and monitor an homogenising process
- FBPOPR3016 Operate and monitor a separation process

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Target Group

This skill set is for pasteuriser and homogeniser operators who work in the dairy industry.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package*, meet the requirements for pasteuriser and homogeniser operators who work in the dairy industry.

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FBPSS00007 Pasteuriser Operator Skill Set

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Description

This skill set is designed to develop the knowledge and skills of pasteuriser operators so that work is carried out in accordance with company policies and procedures, regulatory/licensing requirements and legislative requirements for the operation of high temperature/short time (HTST) and ultra-high temperature (UHT) pasteurisation equipment.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package*, including:

- FBP20121 Certificate II in Food Processing
- FBP30121 Certificate III in Food Processing.

Licensing/Regulatory Information

No licensing or certification requirements apply to this skill set at the time of publication. However, legislative and regulatory requirements for food processing exist so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Skill Set Requirements

- FBPOPR2088 Operate pumping equipment
- FBPOPR2094 Clean equipment in place
- FBPOPR3011 Operate a heat treatment process
- FBPOPR3016 Operate and monitor a separation process

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Target Group

This skill set is for pasteuriser operators who work in the dairy industry.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package*, meet the requirements for pasteuriser operators who work in the food processing industry.

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FBPSS00024 Cellar Door Sales Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0. Supersedes *FDFSS00001 Cellar Door Sales Induction*. Updated unit codes and titles.

Description

This skill set addresses the entry level skills required by individuals working in cellar door sales within the wine industry.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package,* including:

- FBP20518 Certificate II in Wine Industry Operations
- FBP30918 Certificate III in Wine Industry Operations.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FBPCDS2001 Conduct a standard product tasting
- FBPCDS2003 Sell cellar door products and services
- FBPWIN2003 Conduct sensory evaluation of wine
- SITHFAB002 Provide responsible service of alcohol
- SITXCCS003 Interact with customers

Target Group

This skill set is for individuals that are new to cellar door sales and need to obtain skills and knowledge to perform effectively in a sales role.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the industry requirements for new workers in cellar door sales within the wine industry.

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FBPSS00025 Cellar Operations Induction Skill Set

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0. Supersedes FDFSS00002 Cellar Hand Induction. Updated unit codes and titles.

Description

This skill set addresses the entry level skills required by individuals working in cellar operations (wine making) within the wine industry.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package,* including:

- FBP20521 Certificate II in Wine Industry Operations
- FBP30921 Certificate III in Wine Industry Operations.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FBPCEL2008 Carry out inert gas handling operations
- FBPCEL2009 Carry out transfer operations
- FBPOPR2095 Clean and sanitise equipment
- FBPWIN2001 Perform effectively in a wine industry workplace

Target Group

This skill set is for individuals that are new to cellar hand operations and need to obtain skills and knowledge to perform effectively in cellar operations.

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Suggested words for Statement of Attainment

These competencies from the F*BP Food, Beverage and Pharmaceutical Training Package* meet the industry requirements for new workers in cellar hand operations within the wine industry.

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FBPSS00027 Seasonal Vineyard Hand Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0. Supersedes *FDFSS0010 Hand Pruning Induction*. Updated unit codes and titles.

Description

This skill set addresses the entry level skills required by individuals working as seasonal vineyard hand (viticulture) within the wine industry.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package,* including:

- FBP20518 Certificate II in Wine Industry Operations
- FBP30918 Certificate III in Wine Industry Operations.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

An asterisk next to the unit code indicates that there are prerequisite requirements which must be met as part of the skill set requirements. Please refer to the prerequisite requirements table for details.

- AHCIRG215 Assist with low volume irrigation operations
- AHCIRG217 Assist with pressurised irrigation operations
- AHCMOM202 Operate tractors
- AHCPHT201 Plant horticultural crops
- BSBWHS301 Maintain workplace safety
- FBPVIT2003 Hand prune vines
- FBPVIT2004 Pick grapes by hand

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- FBPVIT2008 Train vines
- FBPVIT2009 Plant vines by hand
- FBPVIT2015 Carry out basic canopy maintenance
- FBPVIT2018* Support mechanical harvesting operations
- FBPWIN2001 Perform effectively in a wine industry workplace

Prerequisite requirements

Unit of competency	Prerequisite requirement
FBPVIT2018 Support mechanical harvesting operations	AHCMOM202 Operate tractors

Target Group

This skill set is for individuals who are new to vineyard opearations and need the skills to perform a variety of seasonal vineyard operations within the wine industry.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the industry requirements for new operatives as seasonal vineyard hands within the wine operations industry.

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FBPSS00028 Wine Hospitality Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0. Supersedes *FDFSS00024 Wine Evaluation*. Updated unit codes and titles.

Description

This skill set addresses the skills required by individuals working in wine evaluation and tasting events within wine industry operations.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package,* including:

- FBP20518 Certificate II in Wine Industry Operations
- FBP30918 Certificate III in Wine Industry Operations.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

An asterisk next to the unit code indicates that there are prerequisite requirements which must be met as part of the skill set requirements. Please refer to the prerequisite requirements table for details.

- FBPCDS2001 Conduct a standard product tasting
- FBPCDS3002 Plan and deliver a wine tasting event
- FBPWIN2003 Conduct sensory evaluation of wine
- FBPWIN3001* Evaluate wines (advanced)
- SITHFAB002 Provide responsible service of alcohol

Prerequisite requirements

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Unit of competency	Prerequisite requirement
FBPWIN3001 Evaluate wines (advanced)	FBPWIN2003 Conduct sensory evaluation of wine

Target Group

This skill set is for individuals that need to obtain the skills and knowledge to performing wine evaluation and tasting roles within cellar door operations.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the industry requirements for workers in wine evaluation and tasting within the wine industry.

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FBPSS00029 Bottling and Packaging Operator Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Description

This skill set is designed to cover the knowledge and skills required of a bottling and packaging operator, working in wine or food processing industries.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package,* including:

- FBP20518 Certificate II in Wine Industry Operations
- FBP30918 Certificate III in Wine Industry Operations.

Licensing/Regulatory Information

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Skill Set Requirements

- BSBWHS301 Maintain workplace safety
- FBPBPG2001 Operate the bottle supply process
- FBPBPG2003 Operate the carton packing process
- FBPBPG3001 Operate the bottle filling process
- FBPBPG3002 Operate the labelling process
- FBPBPG3004 Operate the bottle sealing process

Target Group

This skill set is for individuals who carry out bottling and packaging operations.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for a bottling and packaging operator who may work across a range of industry areas.

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FBPSS00030 Vineyard Operations Hand Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Description

This skill set addresses the entry level skills required by individuals working in vineyard operations (viticulture) within wine industry operations.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package,* including:

- FBP20518 Certificate II in Wine Industry Operations
- FBP30918 Certificate III in Wine Industry Operations.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

Skill Set Requirements

An asterisk next to the unit code indicates that there are prerequisite requirements which must be met as part of the skill set requirements. Please refer to the prerequisite requirements table for details.

- AHCCHM101 Follow basic chemical safety rules
- AHCCHM201 Apply chemicals under supervision
- AHCMOM202 Operate tractors
- BSBWHS301 Maintain workplace safety
- FBPVIT2003 Hand prune vines
- FBPVIT2008 Train vines
- FBPVIT2011 Operate vineyard equipment
- FBPVIT2013 Recognise disorders and identify pests and diseases

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- FBPVIT2014 Perform pest control activities
- FBPVIT2015 Carry out basic canopy maintenance
- FBPVIT2018* Support mechanical harvesting operations
- FBPWIN2001 Perform effectively in a wine industry workplace

Prerequisite requirements

Unit of competency	Prerequisite requirement
FBPVIT2018 Support mechanical harvesting operations	AHCMOM202 Operate tractors

Target Group

This skill set is for individuals who are new to vineyard hand operations and need to obtain skills and knowledge to perform effectively in vineyard operations.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the industry requirements for new workers in vineyard operations within the wine operations industry.

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FBPSS00031 Vineyard Nursery Hand Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Description

This skill set addresses the entry level skills required by individuals working in vineyard nurseries (viticulture) within wine industry operations.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package,* including:

- FBP20518 Certificate II in Wine Industry Operations
- FBP30918 Certificate III in Wine Industry Operations.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- BSBWHS301 Maintain workplace safety
- FBPVIT2001 Bench graft vines
- FBPVIT2002 Carry out potting operations
- FBPVIT2005 Maintain callusing environment
- FBPVIT2006 Obtain and process rootlings
- FBPVIT2007 Tend containerised nursery plants
- FBPVIT2009 Plant vines by hand
- FBPVIT2012 Identify and treat nursery plant disorders
- FBPVIT2016 Carry out hot water treatment
- FBPVIT3006 Field graft vines
- FBPWIN2001 Perform effectively in a wine industry workplace

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Target Group

This skill set is for individuals who perform a variety of vineyard nursery operations and need to obtain skills and knowledge to perform effectively within vineyard operations.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the industry requirements for new workers in vineyard nurseries within the wine industry.

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FBPSS00032 Bottle Supply Operator Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Description

This skill set is designed to cover the knowledge and skills required of a bottle supply operator, working in wine or food processing industries.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package,* including:

- FBP20518 Certificate II in Wine Industry Operations.

Licensing/Regulatory Information

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Skill Set Requirements

- BSBWHS301 Maintain workplace safety
- FBPBPG2001 Operate the bottle supply process
- FBPOPR2068 Operate a process control interface
- TLID2010 Operate a forklift

Target Group

This skill set is for individuals who carry out bottle supply operations.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for a bottle supply operator who may work across a range of industry areas.

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FBPSS00033 Bottling and Packaging Filler Operator Skill Set

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Description

This skill set is designed to cover the knowledge and skills required of a bottling and packaging filler operator, working in wine or food processing industries.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package*, including:

- FBP20521 Certificate II in Wine Industry Operations
- FBP30921 Certificate III in Wine Industry Operations.

Licensing/Regulatory Information

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Skill Set Requirements

- BSBWHS311 Assist with maintaining workplace safety
- FBPBPG3001 Operate the bottle filling process
- FBPBPG3004 Operate the bottle sealing process
- FBPBPG3007 Perform packaging equipment changeover
- FBPFSY2002 Apply food safety procedures
- FBPOPR2068 Operate a process control interface

Target Group

This skill set is for individuals who carry out bottling and packaging filler operations.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for a bottling and packaging filler operator who may work across a range of industry areas.

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FBPSS00034 Bottling and Packaging Labelling Operator Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Description

This skill set is designed to cover the knowledge and skills required of a bottling and packaging labelling operator, working in wine or food processing industries.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package,* including:

- FBP20518 Certificate II in Wine Industry Operations
- FBP30918 Certificate III in Wine Industry Operations.

Licensing/Regulatory Information

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Skill Set Requirements

- BSBWHS301 Maintain workplace safety
- FBPBPG3002 Operate the labelling process
- FBPBPG3007 Perform packaging equipment changeover
- FBPOPR2068 Operate a process control interface

Target Group

This skill set is for individuals who carry out bottling and packaging labelling operations.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for a bottling and packaging labelling operator who may work across a range of industry areas.

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FBPSS00035 Carton Packaging and Palletising Operator Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Description

This skill set is designed to cover the knowledge and skills required of a carton packaging and palletising operator, working in wine or food processing industries.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package,* including:

- FBP20518 Certificate II in Wine Industry Operations
- FBP30918 Certificate III in Wine Industry Operations.

Licensing/Regulatory Information

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Skill Set Requirements

- BSBWHS301 Maintain workplace safety
- FBPBPG2002 Operate the carton erection process
- FBPBPG2003 Operate the carton packing process
- FBPBPG2004 Operate the palletising process
- FBPBPG2005 Operate the electronic coding process
- FBPBPG3007 Perform packaging equipment changeover
- FBPOPR2068 Operate a process control interface

Target Group

This skill set is for individuals who carry out carton packaging and palletising operations.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for a carton packaging and palletising operator who may work across a range of industry areas.

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FBPSS00036 Continuous Still Distillation Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Description

This skill set addresses the skills required by individuals working in cellar operations (wine making) involved with continuous still distillation and handling spirits within wine industry operations.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package*, including:

- FBP20518 Certificate II in Wine Industry Operations
- FBP30918 Certificate III in Wine Industry Operations.

Licensing/Regulatory Information

Legislative requirements relating to distilling alcohol apply to this skill set. Users are advised to check current requirements with the Australian Tax Office (ATO), and state/territory liquor licencing and health agencies.

Skill Set Requirements

- BSBWHS301 Maintain workplace safety
- FBPCEL2009 Carry out transfer operations
- FBPCEL3001 Handle and store spirits
- FBPCEL3017 Perform single column lees stripping (continuous still brandy) operations
- FBPCEL3018 Perform dual column distillation (continuous still brandy) operations

Target Group

This skill set is for individuals who distill and handle spirts using continuous still distillation as part of cellar operations within wine industry operations.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the industry requirements for workers who distill and handle spirits using continuous still distillation for cellar operations within the wine industry.

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FBPSS00038 Spirit Handling Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Description

This skill set addresses the skills required by individuals working in cellar operations (wine making) involved with handling spirits within wine industry operations.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package,* including:

- FBP20518 Certificate II in Wine Industry Operations
- FBP30918 Certificate III in Wine Industry Operations.

Licensing/Regulatory Information

Legislative requirements relating to distilling alcohol apply to this skill set. Users are advised to check current requirements with the Australian Tax Office (ATO), and state/territory liquor licensing and health agencies.

Skill Set Requirements

- BSBWHS301 Maintain workplace safety
- FBPCEL2009 Carry out transfer operations
- FBPCEL3001 Handle and store spirits

Target Group

This skill set is for individuals who handle spirits as part of cellar operations within wine industry operations.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the industry requirements for operatives who handle spirits for cellar operations within the wine operations industry.

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FBPSS00039 Prepare to Set up an Artisan Food or Beverage Production Business Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Description

This skill set is designed to cover the knowledge and skills required to prepare to set up an artisan food or beverage production business.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package*, including:

- FBP40418 Certificate IV in Food Science and Technology
- FBP40619 Certificate IV in Artisan Fermented Products
- FBP50118 Diploma of Food Science and Technology
- FBP50319 Diploma of Artisan Cheesemaking

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- AHCBUS516 Develop and review a business plan
- FBPTEC5003 Design an artisan food production facility
- MSMENV272 Participate in environmentally sustainable work practices

Target Group

This skill set is for those who aim to set up an artisan food or beverage production business.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package, AHC Agriculture, Horticulture and Conservation and Land Management Training Package and the MSM Manufacturing Training Package* meet the requirements for those who preparing to set up an artisan food or beverage production business.

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FBPSS00040 Cheesemonger Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Description

This skill set is designed to cover the knowledge and skills required to work as a cheesemonger, preparing and storing cheese and conveying knowledge of cheese to a customer in a retail environment. It applies to those who have experience in working in a food related setting and who have skills and knowledge of food safety requirements.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package*, including:

- FBP40418 Certificate IV in Food Science and Technology
- FBP40619 Certificate IV in Artisan Fermented Products
- FBP50118 Diploma of Food Science and Technology
- FBP50319 Diploma of Artisan Cheesemaking

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- FBPCHE4001 Prepare and present cheese
- FBPFST4014 Apply sensory analysis in food and/or beverage production
- FBPTEC4003 Control food contamination and spoilage
- SIRRFSA001 Handle food safely in a retail environment

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Target Group

This skill set is for cheesemongers who store, present and convey knowledge of cheese in a retail environment.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* and the *SIR Retail Services Training Package* meet the requirements for a cheesemonger.

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FBPSS00041 Artisan Cheesemaker Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Description

This skill set is designed to cover the knowledge and skills required to work as an artisan cheesemaker, producing various types of cheese for a retail market. It applies to those who have experience in working in a food related setting and who have skills and knowledge of food safety requirements.

Pathways Information

These units of competency provide credit towards a number of qualifications in the FBP Food, Beverage and Pharmaceutical Training Package, including:

- FBP40418 Certificate IV in Food Science and Technology
- FBP40619 Certificate IV in Artisan Fermented Products
- FBP50118 Diploma of Food Science and Technology
- FBP50319 Diploma of Artisan Cheesemaking

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- FBPCHE5005 Produce lactic acid coagulated artisan cheese
- FBPCHE5006 Produce rennet coagulated artisan cheese
- FBPCHE5008 Ripen artisan cheese
- FBPFST4014 Apply sensory analysis in food and/or beverage production
- FBPTEC4003 Control food contamination and spoilage

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Target Group

This skill set is for cheesemakers to produce a variety of cheese types.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for a cheesemaker.

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FBPSS00042 Artisan Brewer Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Description

This skill set is designed to cover the knowledge and skills required to work as an artisan brewer, producing various types of beer or fermented beverages for a retail market. It applies to individuals who have demonstrated experience of managing the health, safety and environmental risks and hazards that exist in a small brewery.

Pathways Information

These units of competency provide credit towards a number of qualifications in the FBP Food, Beverage and Pharmaceutical Training Package, including:

- FBP40619 Certificate IV in Artisan Fermented Products.

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- FBPBPG4002 Manage filling and packaging of fermented beverages
- FBPFST4014 Apply sensory analysis in food and/or beverage production
- FBPTEC3003 Filter fermented beverages
- FBPTEC4003 Control food contamination and spoilage
- FBPTEC4012 Manage raw materials
- FBPTEC4013 Manage wort production for brewing
- FBPTEC4014 Manage cellar operations

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Target Group

This skill set is for individuals working in a small brewery who oversee the production of artisan fermented beverage products.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for an artisan brewer.

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FBPSS00043 Artisan Food and Beverage Fermenter Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Description

This skill set is designed to cover the knowledge and skills required to work in a fermented food and/or beverage business.

It applies to those who have experience in working in a food related setting and who have skills and knowledge of food safety requirements.

Pathways Information

These units of competency provide credit towards a number of qualifications in the FBP Food, Beverage and Pharmaceutical Training Package, including:

- FBP40619 Certificate IV in Artisan Fermented Products
- FBP50319 Diploma of Artisan Cheesemaking

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- FBPFST4014 Apply sensory analysis in food and/or beverage production
- FBPFST5031 Identify the microbiological and biochemical properties of fermented food and/or beverages
- FBPTEC4003 Control food contamination and spoilage
- FBPTEC4022 Prepare starter cultures for fermentation
- FBPTEC4023 Control and monitor fermentation

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Target Group

This skill set is for artisan food makers to produce fermented foods and/or beverages for the retail market. It applies to those who have experience in working in a food related setting and who have some skills and knowledge of food safety requirements.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package, Version 3.0,* meet the requirements for an artisan fermented food and/or beverage producer.

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FBPSS00044 Artisan Olive Producer Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Description

This skill set is designed to cover the knowledge and skills required to harvest and produce fermented olives for a retail market.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package,* including:

- FBP40619 Certificate IV in Artisan Fermented Products

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- FBPFST4014 Apply sensory analysis in food and/or beverage production
- FBPFSY5001 Develop a HACCP-based food safety plan
- FBPTEC4002 Apply principles of food packaging
- FBPTEC4003 Control food contamination and spoilage
- FBPTEC4012 Manage raw materials
- FBPTEC4023 Control and monitor fermentation

Target Group

This skill set is for artisan food producers to harvest and ferment olives for a retail market.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for an artisan olive producer.

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FBPSS00045 Artisan Distiller Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Description

This skill set is designed to cover the knowledge and skills required to work as an artisan distiller, producing fermented and distilled beverages using a still, for a retail market. It applies to individuals who have demonstrated experience of managing the health, safety and environmental risks and hazards that exist in a distillery.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package*, including:

- FBP40619 Certificate IV in Artisan Fermented Products

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery

Skill Set Requirements

- FBPFST4013 Interpret and respond to food and/or beverage test results
- FBPFST4014 Apply sensory analysis in food and/or beverage production
- FBPTEC4003 Control food contamination and spoilage
- FBPTEC4012 Manage raw materials
- FBPTEC4016 Produce fruit-based wash for distillation
- FBPTEC4017 Produce grain-based wash for distillation
- FBPTEC4018 Manage still operations to produce white spirits
- FBPTEC4019 Manage still operations to produce brown spirits
- FBPTEC4020 Blend spirits

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Target Group

This skill set is for individuals working in a small distillery who oversee the production of artisan distilled spirits.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for an artisan distiller.

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FBPSS00046 Present Artisan Food or Beverages Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Description

This skill set is designed to cover the knowledge and skills required to prepare and present artisan food or beverages to customers in a retail environment. It applies to those who have experience in working in a food related setting and who have skills and knowledge of food safety requirements.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package*, including:

- FBP40418 Certificate IV in Food Science and Technology
- FBP40619 Certificate IV in Artisan Fermented Products
- FBP50118 Diploma of Food Science and Technology

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- FBPFST4014 Apply sensory analysis in food and/or beverage production
- FBPPPL4008 Prepare and present artisan food and/or beverages
- FBPTEC4003 Control food contamination and spoilage
- SIRRFSA001 Handle food safely in a retail environment

Target Group

This skill set is for those who store, present and convey knowledge of artisan food or beverages in a retail environment.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* and the *SIR Retail Services Training Package* meet the requirements of those who store, present and convey knowledge of artisan food or beverages in a retail environment.

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FBPSS00047 Establish an Artisan Food or Beverage Business Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.

Description

This skill set is designed to cover the knowledge and skills required to establish an artisan food or beverage processing business.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package*, including:

- FBP40619 Certificate IV in Artisan Fermented Products

Licensing/Regulatory Information

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- BSBSMB302 Develop a micro business proposal
- BSBSMB401 Establish legal and risk management requirements of small business
- BSBSMB402 Plan small business finances
- FBPFST4009 Label foods according to legislative requirements
- FBPFSY5001 Develop a HACCP-based food safety plan
- FBPTEC4006 Apply an understanding of legal requirements of food production

Target Group

This skill set is for those who aim to establish an artisan food or beverage processing business.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package and BSB Business Services Training Package* meet the requirements to establish an artisan food or beverage processing business.

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FBPSS00048 Coordinate Wine Operations Packaging Processes Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 4.0.

Description

This skill set describes the skills and knowledge required to coordinate work teams to set up, operate, handover and shut down wine operation packaging processes, including de-palletising, filling, labelling carton erecting, carton packing, coding and palletising.

Pathways Information

This skill set provides credit towards FBP30920 Certificate III in Wine Industry Operations and can also be used to build upon existing bottling and packaging skills developed in the wine industry.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FBPBPG4003 Coordinate wine operations packaging processes

Target Group

This skill set is for individuals with existing wine operation bottling and packaging skills that want to coordinate wine operations bottling and packaging processes and teams.

Suggested words for Statement of Attainment

This unit of competency from the *FBP Food, Beverage and Pharmaceutical Training Package Version 4.0. Training Package* provides the skills and knowledge to coordinate work teams to set up, operate, handover and shut down wine operation packaging processes.

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FBPSS00049 Coordinate Cellar Operations Processes Skill Set

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 4.0.

Description

This skill set describes the skills and knowledge required to coordinate vintage, clarification, filtration and general cellar operations processes.

Pathways Information

The unit of competency provides credit towards FBP30920 Certificate III in Wine Industry Operations and can also be used to build upon existing cellar operations skills developed in the wine industry.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FBPCEL4001 Coordinate wine operations vintage processes
- FBPCEL4002 Coordinate wine operations clarification processes
- FBPCEL4003 Coordinate wine operations filtration processes
- FBPCEL4004 Coordinate wine operations general cellar processes

Target Group

This skill set is for individuals with existing cellar operations skills that want to coordinate several wine operations cellar processes and teams.

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Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package Version 4.0. Training Package* provides the skills and knowledge to coordinate vintage, clarification, filtration and general cellar operations processes.

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FBPSS00050 Milk Tanker Operator Skill Set

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Packafge Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 4.0.

Description

This skill set is designed to provide milk tanker operators with the skills and knowledge around pre-competitive requirements for food safety compliance and testing.

Pathways Information

These units of competency provide credit towards a number of qualifications in the FBP Food, Beverage and Pharmaceutical Training Package, including:

- FBP20121 Certificate II in Food Processing
- FBP30121 Certificate III in Food Processing.

Licensing/Regulatory Information

No licensing or certification requirements apply to this skill set at the time of publication. However, legislative and regulatory requirements for food processing exist so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Skill Set Requirements

- FBPOPR2066 Apply sampling procedures
- FBPOPR2070 Apply quality systems and procedures
- FBPOPR3008 Load and unload tankers
- FBPOPR3009 Participate in sensory analyses

Target Group

This skill set is for milk tanker operators who undertake milk transfer from farm to processor.

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Suggested words for Statement of Attainment

These competencies from the FBP Food, Beverage and Pharmaceutical Training Package, meet the requirements for milk tanker operators who undertake milk transfer from farm to processor.

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FBPSS00051 Pharmaceutical Manufacturing Operator Induction Skill Set

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 7.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 4.1.

Description

This skill set is designed to address the skills and knowledge required of pharmaceutical manufacturing operators, for workers entering the pharmaceutical manufacturing industry. This skill set may provide an induction to work in that setting.

Pathways Information

These units of competency provide credit towards a number of qualifications in the *FBP Food, Beverage and Pharmaceutical Training Package*, including:

- FBP20418 Certificate II in Pharmaceutical Manufacturing
- FBP30822 Certificate III in Pharmaceutical Manufacturing.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FBPPHM2001 Follow work procedures to maintain Good Manufacturing Practice requirements
- FBPPHM3003 Work in a controlled environment
- FBPPHM3021 Operate a pharmaceutical production process
- FBPWHS2001 Participate in work health and safety processes

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Target Group

This skill set is suitable for individuals entering pharmaceutical manufacturing environments and who will carry out operational tasks.

Suggested words for Statement of Attainment

These competencies from the *FBP Food, Beverage and Pharmaceutical Training Package* meet the requirements for those entering the pharmaceutical manufacturing industry in an operator role.

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