



Australian Government

Department of Education, Employment and Workplace Relations

FDF30310 Certificate III in Plant Baking

Release: 1

FDF30310 Certificate III in Plant Baking

Modification History

Not applicable.

Description

This qualification covers sales specialisation within the food processing industry.

Job Roles The Certificate III in Food Processing (Sales) targets those providing sales advice and services for manufacturing or retail food processing contexts. This qualification requires the ability to work independently and as a team member, performing a range of sales activities and applying technical skill and knowledge relating to the food processing industry.

Pathways into the qualification Pathways for candidates considering this qualification include:

- FDF20110 Certificate II in Food Processing or FDF20310 Certificate II in Food Processing (Sales)
- direct entry
- relevant vocational training and/or work experience.

Pathways from the qualification After achieving this qualification, candidates may undertake the FDF40110 Certificate IV in Food Processing or any other suitable qualification.

Additional qualification advice

Units selected from other Training Packages must be relevant to the work outcome, local industry requirements and the qualification level.

Note: AgriFood Skills Australia expects that the design of any training delivery and assessment program to support the achievement of this qualification is based on:

- the context required by the industry and/or enterprise
- a holistic and integrated training delivery and assessment plan that identifies learning activities and evidence required
- flexible delivery options including on-the-job and work-based training that support the development of competency.
-

Pathways Information

Not applicable.

Licensing/Regulatory Information

Licensing, Legislative, Regulatory or Certification Considerations There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, all work must comply with food safety, occupational health and safety (OHS) and environmental regulations and legislation that apply to the workplace.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

Certificate III in Food Processing (Sales)

The following table contains a summary of the employability skills as identified by the Food Processing industries for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that reflect skill requirements for this level.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • Confirm relevant industry and workplace requirements • Understand personal and team requirements of relevant industry and workplace standards, regulations and policies • Complete a range of sales related documentation • Use communication technologies efficiently • Provide relevant work-related information to others • Ensure records are accurate and legible • Establish effective working relationships with colleagues and customers • Provide advice and information that is relevant to meeting customer needs • Undertake interactive workplace communication • Support team communication practices
Teamwork	<ul style="list-style-type: none"> • Provide support and information to team members • Monitor work team tasks in accordance with regulatory and workplace requirements • Work cooperatively with people of different ages, gender, race or religion • Undertake appropriate and effective communication with team members • Understand and communicate team processes that impact on product availability
Problem-solving	<ul style="list-style-type: none"> • Identify and address service problems and product faults • Provide problem solving support to customers and team members • Evaluate skill requirements of work tasks • Use problem solving techniques to determine work requirements • Assess processes and outcomes against quality criteria • Determine best solutions to meet customer needs • Ensure customer service is completed according to agreements

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Initiative and enterprise	<ul style="list-style-type: none"> • Contribute to and promote continuous improvement processes • Seek and provide feedback from customers on procedures and processes • Collect and assess data and information on work processes • Identify non-conformances to standards and take appropriate action • Rectify problems promptly and appropriately • Identify, assess and act on existing and potential risks • Seek ways to ensure customer satisfaction
Planning and organising	<ul style="list-style-type: none"> • Determine work requirements in order to meet order specifications • Identify priorities and variables that impact on service delivery • Plan work tasks for self and others as required • Communicate plan changes to customers • Schedule work orders
Self-management	<ul style="list-style-type: none"> • Manage own work to meet performance criteria • Monitor information in work area • Conduct regular housekeeping activities to keep work area clean and tidy at all times • Maintain currency of relevant, work-related information • Monitor own work against quality standards and identify areas for improvement • Understand own work activities and responsibilities • Identify and apply safety procedures • Manage work load priorities and timelines
Learning	<ul style="list-style-type: none"> • Recognise limits of own expertise and seek skill development if required • Assess competencies in meeting job requirements • Ask questions to expand own knowledge • Maintain skill and knowledge currency • Participate in meetings to inform work practices
Technology	<ul style="list-style-type: none"> • Use information and communication technology efficiently and safely • Work with technology safely and according to workplace standards

Packaging Rules

Packaging Rules

This qualification requires the achievement of **fourteen (14)** units of competency in accordance with the following rules.

Total units must include a minimum of eight (8) units coded FDF.

Six (6) Core units

Eight (8) Elective units

Elective selection must include:

- Two (2) Group A elective units
- Two (2) Group B elective units

Four (4) remaining elective units may be selected from:

- Group A elective units below, not previously selected
- Group B elective units below, not previously selected
- Group C elective units
- Units packaged in FDF20310 Certificate II in Food Processing (Sales)
- Units packaged in FDF40110 Certificate IV in Food Processing (maximum of 3)
- Units from any nationally endorsed Training Package and accredited course that are packaged at Certificate I level (maximum 1 unit), Certificate II level (maximum 2 units) and Certificate III level (maximum 3)

NOTE: Units marked with an asterisk (*) require completion of prerequisite unit/s identified under the unit.

CORE UNITS

Complete the following six (6) units.

FDFFS2001A	Implement the food safety program and procedures
FDFFS3001A	Monitor the implementation of quality and food safety programs* <i>FDFFS2001A Implement the food safety program and procedures</i>
FDFOHS3001A	Contribute to OHS processes
FDFOP2061A	Use numerical applications in the workplace
FDFOP2064A	Provide and apply workplace information
MSAENV272A	Participate in environmentally sustainable work practices

ELECTIVES

GROUP A

Select a minimum of two (2) Group A elective units.

BSBCUS301A	Deliver and monitor a service to customers
BSBMKG501B	Identify and evaluate marketing opportunities
BSBMKG507A	Interpret market trends and developments
BSBMKG514A	Implement and monitor marketing activities
BSBSMB301A	Investigate microbusiness opportunities
BSBSMB401A	Establish legal and risk management requirements of small business
BSBSMB402A	Plan small business finances
BSBSMB403A	Market the small business
BSBSMB404A	Undertake small business planning
BSBSMB405A	Monitor and manage small business operations
BSBSMB406A	Manage small business finances
BSBSMB407A	Manage a small team
SIRXINV002A	Maintain and order stock
SIRXRSK002A	Maintain store security

GROUP B

Select a minimum of two (2) Group B Sector Specialist and Cross Sector elective units.

Sector Specialist units

FDFFFV3002A	Program fresh produce grading equipment
FDFFFV3001A	Conduct chemical wash for fresh produce
FDFGR3001A	Work with micronutrients or additions in stockfeed manufacturing processes
FDFGR3002A	Demonstrate knowledge of animal nutrition principles

Sector Specialist units

FDFOP3001A	Control contaminants and allergens in the work area
FDFOP3005A	Prepare food products using basic cooking methods
FDFOP3006A	Identify cultural, religious and dietary requirements for food products
FDFPO3001A	Operate a chickway system
FDFPO3002A	Debone and fillet product (manually)
MTMR308B	Prepare and produce value-added products
RTE4029A	Assess olive oil for style and quality

Cross Sector units

FDFOP3002A	Set up a production or packaging line for operation
FDFPPL3001A	Participate in improvement processes
FDFPPL3002A	Report on workplace performance
FDFPPL3003A	Support and mentor individuals and groups
FDFPPL3004A	Lead work teams and groups
FDFPPL3005A	Participate in an audit process* <i>FDFOHS2001A Participate in OHS processes</i> <i>FDFOP2063A Apply quality systems and procedures</i> <i>MSAENV272A Use sustainable environmental practices</i>
FDFPPL3006A	Establish compliance requirements for work area
FDFTEC3001A	Participate in a HACCP team* <i>FDFFS2001A Implement the food safety program and procedures</i>
FDFTEC3002A	Implement the pest prevention program
FDFTEC3003A	Apply raw materials, ingredient and process knowledge to production problems
LMTGN3007B	Monitor and operate trade waste process
MEM13003B	Work safely with industrial chemicals and materials

Sector Specialist units

MSACMC411A	Lead a competitive manufacturing team
MSACMC413A	Lead team culture improvement
MSAENV472A	Implement and monitor environmentally sustainable work practices
MSAPMSUP303A	Identify equipment faults
MSAPMSUP330A	Develop and adjust a production schedule
MSL973001A	Perform basic tests
TLIA1507C	Complete receipt/despatch documentation
TLIA1607C	Use inventory systems to organise stock control
TLIA1807C	Organise despatch operations
TLIA1907C	Organise receipt operations
TLIA2607C	Monitor storage facilities
TLIA3807B	Control and order stock
TLIA3907B	Receive and store stock

GROUP C

FDFOHS2001A	Participate in OHS processes
FDFOP2063A	Apply quality systems and procedures
BSBWRT301A	Write simple documents
HLTFA301B	Apply first aid
MSACMC210A	Manage the impact of change on own work
MSACMC410A	Lead change in a manufacturing environment
MSACMS200A	Apply competitive manufacturing practices
MSACMS201A	Sustain process improvements
MSACMS401A	Ensure process improvements are sustained

FDFOHS2001A	Participate in OHS processes
MSACMT221A	Apply Just in Time (JIT) procedures
MSACMT230A	Apply cost factors to work practices
MSACMT231A	Interpret product costs in terms of customer requirements
MSACMT240A	Apply 5S procedures in a manufacturing environment
MSACMT250A	Monitor process capability
MSACMT251A	Apply quality standards
MSACMT260A	Use planning software systems in manufacturing
MSACMT261A	Use SCADA systems in manufacturing
MSACMT280A	Undertake root cause analysis
MSACMT281A	Contribute to the application of a proactive maintenance strategy
MSACMT421A	Facilitate a Just in Time (JIT) system
MSACMT423A	Monitor a manufacturing levelled pull system* <i>MSACMT280A Undertake root cause analysis</i>
MSACMT440A	Lead 5S in a manufacturing environment
MSACMT441A	Facilitate continuous improvement in manufacturing
MSACMT450A	Undertake process capability improvements* <i>MSACMT452A Apply statistics to processes in manufacturing</i>
MSACMT451A	Mistake proof a production process
MSACMT452A	Apply statistics to processes in Manufacturing
MSACMT460A	Use planning software systems in manufacturing* <i>MSACMT260A Use planning software systems in manufacturing</i>
MSACMT482A	Assist in implementing a proactive maintenance strategy
MSACMT483A	Support proactive maintenance

FDFOHS2001A	Participate in OHS processes
MSAPMOPS405A	Identify problems in fluid power system
MSAPMOPS406A	Identify problems in electronic control systems
MSAPMPER300A	Issue work permits
MSAPMSUP310A	Contribute to the development of plant documentation
MSAPMSUP390A	Use structured problem solving tools
MSL922001A	Record and present data
TAEASS401A	Plan assessment activities and processes
TAEASS402A	Assess competence
TAEASS403A	Participate in assessment validation
TAEDEL301A	Provide work skill instruction