



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **FDF30310 Certificate III in Plant Baking**

**Release: 2**

## **FDF30310 Certificate III in Plant Baking**

### **Modification History**

November 2011: updates to imported units, minor edits.

## Description

This qualification covers the plant baking specialisation within the food processing industry. It targets work conducted in plant baking enterprises in the large scale production and packaging of bread products.

**Job Roles** The FDF30310 Certificate III in Plant Baking targets those performing production related roles that require an application of specific plant baking skill and knowledge including some technical and problem solving ability. This qualification caters for multi-skilled outcomes and roles that include team leader functions within the production environment.

### **Additional qualification advice**

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

Many units in this qualification assume a basic level of mathematics equivalent to a school sector Year 10 standard. If a student does not possess this level of mathematics then the unit FDFOP2061A Use numerical applications in the workplace should be selected as part of this qualification.

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.
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## Pathways Information

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

- FDF20111 Certificate II in Food Processing
- 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 other suitable qualifications.

## 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 Plant Baking

The following table contains a summary of the employability skills as identified by the plant baking 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"> <li>• Confirm relevant industry and workplace requirements</li> <li>• Understand personal and team requirements of relevant industry and workplace standards, regulations and policies</li> <li>• Complete standard documentation</li> <li>• Use communication technologies efficiently</li> <li>• Provide relevant work-related information to others</li> <li>• Ensure records are accurate and legible</li> <li>• Establish effective working relationships with colleagues</li> <li>• Undertake interactive workplace communication</li> <li>• Support team communication practices</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Explain and implement work team reporting requirements</li> <li>• Provide support to team members</li> <li>• Monitor work team tasks in accordance with regulatory and workplace requirements</li> <li>• Demonstrate and encourage others in working cooperatively with people of different ages, gender, race or religion</li> <li>• Undertake appropriate and effective communication with team members</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>• Identify risks and implement risk control measures for machinery and equipment</li> <li>• Identify and address problems and faults</li> <li>• Provide problem solving support to team members</li> <li>• Implement food safety procedures</li> <li>• Evaluate skill requirements of work tasks</li> <li>• Use problem solving techniques to determine work requirements</li> <li>• Assess processes and outcomes against quality criteria</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• Contribute to and promote continuous improvement processes</li> <li>• Seek and provide feedback on procedures and processes</li> <li>• Collect and assess data and information on work processes</li> <li>• Identify non-conformances to standards and take appropriate action</li> </ul>

	<ul style="list-style-type: none"> <li>• Rectify problems promptly and appropriately</li> <li>• Monitor and adjust activity in response to operational variations</li> <li>• Identify, assess and act on existing and potential risks</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• Determine work requirements in order to meet output targets</li> <li>• Identify priorities and variables that impact on work planning</li> <li>• Plan work tasks for self and others as required</li> <li>• Allocate tasks to operators and monitor outcomes</li> <li>• Implement contingency plan promptly when incidents occur</li> <li>• Ensure work tools are ready and available for operations</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• Manage own work to meet performance criteria</li> <li>• Monitor information in work area</li> <li>• Conduct regular housekeeping activities during shift to keep work area clean and tidy at all times</li> <li>• Maintain currency of relevant, work-related information</li> <li>• Monitor own work against quality standards and identify areas for improvement</li> <li>• Understand own work activities and responsibilities</li> <li>• Identify and apply safety procedures, including the use of protective equipment</li> <li>• Manage work load priorities and timelines</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• Recognise limits of own expertise and seek skill development if required</li> <li>• Assess competencies in meeting job requirements</li> <li>• Ask questions to expand own knowledge</li> <li>• Maintain skill and knowledge currency</li> <li>• Participate in meetings to inform work practices</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• Use plant machines and equipment in correct operational mode</li> <li>• Monitor machine operation</li> <li>• Perform minor maintenance on machinery</li> <li>• Work with technology safely and according to workplace standards</li> </ul>

## Packaging Rules

This qualification requires the achievement of **seventeen (17)** units of competency in accordance with the following rules.

**Total units must include a minimum of ten (10) units coded FDF.**

**Eight (8) Core units**

**Nine (9) Elective units**

**Elective selection must include:**

- Four (4) Group A elective units

**Five (5) remaining elective units may be selected from:**

- Group A elective units below, not previously selected
- Group B elective units
- Units packaged at Group A in the Certificate II in Food Processing (maximum of 5)
- Units packaged at Certificate IV in Food Processing (maximum of 3)
- Units from any nationally endorsed Training Package and accredited course that are packaged at Certificate III level (maximum 3), Certificate II level (maximum 2 units) and Certificate I level (maximum 1 unit)

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

### CORE UNITS

Complete the following eight (8) 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
FDFOP2064A	Provide and apply workplace information
FDFPB3001A	Operate a dough mixing process
FDFPB3002A	Operate a final proof and baking process
FDFPB3003A	Operate a dough make up process
MSAENV272B	Participate in environmentally sustainable work practices

**GROUP A**

Select a minimum of four (4) Group A elective units

FDFOP2061A	Use numerical applications in the workplace
FDFOP3001A	Control contaminants and allergens in the workplace* <i>FDFFS2001A Implement the food safety program and procedures</i>
FDFOP3002A	Set up a production or packaging line for operation
FDFOP3003A	Operate interrelated processes in a production system
FDFOP3004A	Operate interrelated processes in a packaging system
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>MSAENV272B Participate in environmentally sustainable work 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
BSBSMB405A	Monitor and manage small business operations
BSBSMB407A	Manage a small team
LMTGN3007B	Monitor and operate trade waste process
MEM13003B	Work safely with industrial chemicals and materials



MSAENV472B	Implement and monitor environmentally sustainable work practices
MSAPMSUP303A	Identify equipment faults
MSAPMSUP330A	Develop and adjust a production schedule
MSACMC411A	Lead a competitive manufacturing team
MSACMC413A	Lead team culture improvement
MSL973001A	Perform basic tests
SIRXINV002A	Maintain and order stock
SIRXRSK002A	Maintain store security
TLIA3015A	Complete receipt/despatch documentation
TLIA3016A	Use inventory systems to organise stock control
TLIA3018A	Organise despatch operations
TLIA3019A	Organise receipt operations
TLIA3026A	Monitor storage facilities
TLIA3038A	Control and order stock
TLIA3039A	Receive and store stock

## GROUP B

FDFOHS2001A	Participate in OHS processes
FDFOP2063A	Apply quality systems and procedures
BSBCUS301A	Deliver and monitor a service to customers
BSBSMB301A	Investigate micro business 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
BSBSMB406A	Manage small business finances
BSBWRT301A	Write simple documents
HLTFA301C	Apply first aid
MSL922001A	Record and present data
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
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	Facilitate the 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
MSAPMOPS405A	Identify problems in fluid power system
MSAPMOPS406A	Identify problems in electronic control systems
MSAPMPER300C	Issue work permits* <i>RIIRIS201B Conduct local risk control</i>
MSAPMSUP310A	Contribute to development of plant documentation
MSAPMSUP390A	Use structured problem solving tools
TAEASS401A	Plan assessment activities and processes
TAEASS402A	Assess competence
TAEASS403A	Participate in assessment validation
TAEDEL301A	Provide work skill instruction