



Australian Government

Department of Education, Employment and Workplace Relations

FDFCEL2012A Handle spirits

Release: 2

FDFCEL2012A Handle spirits

Modification History

This unit supersedes but is not equivalent to FDFCELHSB Handle spirits.
April 2012: Minor typographical corrections.

Unit Descriptor

Unit descriptor	This specialist unit has been developed for the cellar stream of the wine sector. It covers the skills and knowledge required to handle spirits to standards set by the Australian Taxation Office (ATO).
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Application of the Unit

Application of the unit	This unit applies to cellar operations staff in a wine or spirit making enterprise. Spirit handling may be carried out as part of spirit production, wine de-alcoholising, spirit transfers, spirit maturation and fortification.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	FDFCEL2019A	Carry out transfer operations

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Use spirit knowledge to complete production requirements	1.1 Spirit is located and identified using workplace system 1.2 Spirit handling and storage requirements are identified 1.3 Equipment is checked to ensure availability and readiness for use 1.4 Equipment is set up to meet requirements, as required 1.5 Equipment is monitored to confirm operating condition as required 1.6 Out-of-specification product, process and equipment performance is identified, rectified and/or reported 1.7 Drainings are collected, treated, disposed of or recycled according to workplace procedures and ATO requirements 1.8 Work is conducted in accordance with workplace environmental guidelines
2. Record information	2.1 Workplace information is recorded in the appropriate format to meet ATO requirements

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills include:

Note: The following required skills should be applied as appropriate to the equipment and processes that are used in the particular winery or workplace.

Ability to:

- access workplace information to identify spirit handling requirements
- select, fit and use personal protective clothing and/or equipment
- identify and promptly respond to hazardous situations and emergencies
- confirm supply of necessary services
- liaise with other work areas
- identify and select appropriate spirit handling procedures consistent with workplace procedures and ATO requirements
- select, set up and operate equipment as required
- monitor spirit handling activities and equipment to identify out-of-specification results or non-compliance. This may involve monitoring:
 - product loss and dilution
 - relevant product characteristics (e.g. classification, temperature, strength and volume)
- take corrective action in response to out-of-specification results or non-compliance
- report and/or record corrective action as required
- sort, collect, treat, recycle or dispose of drainings
- shut down equipment in response to an emergency situation
- shut down equipment in response to routine shutdown requirements
- record workplace information
- maintain work area to meet housekeeping standards
- identify, rectify and/or report environmental non-compliance
- take samples according to enterprise procedures
- carry out routine tests according to enterprise procedures
- use oral communication skills/language to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge includes:

Note: The following required knowledge should be applied as appropriate to the equipment and processes that are used in the particular winery or workplace.

Knowledge of:

- purpose and principles of spirit use in winemaking

- fortified wine styles and their production
- properties of different types of spirit
- spirit classifications
- link to related processes
- role and requirements of ATO in the control of spirit
- sampling and testing procedures
- methods used in spirit maturation
- services used
- significance and method of monitoring control points within the process
- common causes of variation and corrective action required
- Occupational Health and Safety (OHS) hazards and controls, in particular, requirements for handling of flammable liquids
- lock-out and tag-out procedures
- procedures and responsibility for reporting problems
- environmental issues and controls
- shutdown and cleaning requirements associated with changeovers and types of shutdowns as required
- drainings handling requirements and procedures
- recording requirements and procedures
- sampling procedures where relevant
- testing procedures where relevant

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of ability to: <ul style="list-style-type: none"> • use personal protective equipment • follow other specified OHS procedures for handling flammable liquids

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> locate and select spirit appropriate for purpose select correct equipment for spirit and purpose identify out of specification product, process or equipment and take action according to procedures collect drainings and take action according to enterprise procedures and ATO requirements demonstrate knowledge of ATO role and requirements.
Context of and specific resources for assessment	<p>Assessment must occur in a real or simulated workplace where the assessee has access to:</p> <ul style="list-style-type: none"> personal protective clothing and equipment as required work procedures, including advice on company practices, safe work practices, food safety, quality and environmental requirements instructions, information, specifications and schedules as required equipment, services and corresponding information as required products and materials as required internal and external customers and suppliers as required cleaning procedures, materials and equipment as required documentation and recording requirements and procedures.
Method of assessment	This unit should be assessed together with other units of competency relevant to the function or work role.
Guidance information for assessment	To ensure consistency in one's performance, competence should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work

RANGE STATEMENT	
environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Policies and procedures	Work is carried out in accordance with workplace procedures, licensing requirements and legislative requirements
Workplace information	Workplace information can include: <ul style="list-style-type: none"> • Spirit Standards (strength determination, volume conversion and litres of alcohol conversion) • Standard Operating Procedures (SOPs) • Specifications • ATO Factsheets, • production schedules and instructions • work notes • Material Safety Data Sheets (MSDS) • manufacturer instructions • verbal direction from manager, supervisor or senior operator
Equipment	Equipment may include: <ul style="list-style-type: none"> • flame proof pumps • flame proof lighting • earthing equipment • protective mechanisms (e.g. signage, ventilation system, public address system, spillage containment devices and fire equipment) • specific testing equipment (e.g. thermometer and alcoholometer)
Services	Services may include: <ul style="list-style-type: none"> • power • water • compressed air
Information systems	Information systems may be: <ul style="list-style-type: none"> • print or screen based
Work hazards	Work may involve exposure to: <ul style="list-style-type: none"> • chemical, dangerous or hazardous substances

Unit Sector(s)

Unit sector	Wine operations
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Custom Content Section

Not applicable.