



Australian Government

Department of Education, Employment and Workplace Relations

FDFCEL2017A Prepare and make additions and finings

Release: 2

FDFCEL2017A Prepare and make additions and finings

Modification History

This unit supersedes and is equivalent to FDFCELAFB Prepare and make additions and finings.

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 prepare and make additions and finings
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Application of the Unit

Application of the unit	This unit applies to cellar operations staff who prepare and add finings and additions to wine according to prepared specifications, recipes or operating instructions. It includes the operation and checking of relevant equipment, monitoring the preparation and mixing process, taking any required corrective actions and keeping appropriate records.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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. Prepare additions and finings	1.1 Product and materials are confirmed and available to meet production requirements 1.2 Product and materials are weighed or measured to meet requirements 1.3 Product and materials handling, mixing and blending equipment is checked to confirm readiness for use 1.4 Services are confirmed as available and ready for use 1.5 The process is set to meet production requirements
2. Make additions and finings	2.1 Product and materials are added in quantities and sequence specified by batch instructions 2.2 The process is operated to meet addition requirements 2.3 Control points are monitored to confirm performance is maintained within specification 2.4 Additions and finings meet specification 2.5 Equipment is monitored to confirm operating condition 2.6 Out-of-specification product, process and equipment performance is identified, rectified and/or reported
3. Complete additions and finings	3.1 The process is completed according to workplace procedures 3.2 Equipment is dismantled and prepared for cleaning 3.3 Unused materials are stored in designated area 3.4 Waste is collected, treated and disposed of, or recycled according to workplace procedures 3.5 Work is conducted in accordance with workplace environmental guidelines
4. Record information	4.1 Workplace information is recorded in the appropriate format

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 batch requirements
- select, fit and use personal protective clothing and/or equipment
- confirm supply of necessary product, materials and services
- liaise with other work areas
- confirm equipment status and condition. This may include:
 - checking receival vessel (in transfer operations)
 - checking pump operation and integrity
 - checking for leaks
 - checking seals of hoses and fittings
 - introducing inert gas cover on tank
 - ensuring that all equipment is clean and/or sanitised
- set up and start up equipment to meet addition and fining requirements
- prepare product and materials in correct quantities and sequence
- monitor the preparation and mixing process. This may include monitoring:
 - mixing effectiveness
 - dosing rate
 - product loss
 - dilution
 - oxidation
 - speed of additions
 - relevant product characteristics (type)
- monitor flow of product and materials to and from the process
- transfer addition or fining to designated location
- 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 waste
- shut down equipment in response to an emergency situation
- shut down equipment in response to routine shutdown requirement
- maintain workplace records
- maintain work area to meet housekeeping standards
- prepare equipment for cleaning. This may involve draining and/or dismantling equipment, and removing waste either manually or by rinsing, in preparation for cleaning and sanitation
- 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 properties of addition and fining agents
- purpose and principles of preparing and making additions and finings
- link to related processes
- quality characteristics of product and materials used and effect on process outcome
- effect of mixing on the end product
- main methods of mixing, including:
 - pumping over
 - gas mixing
 - rummaging
 - stirring
 - venturi mixing
 - submersible mixers
 - in-place mixers
 - dosing
- cleaning and sanitation requirements of handling equipment
- cross-contamination risks and consequences
- batch specifications, procedures and operating parameters
- equipment and instrumentation components purpose and operation
- basic operating principles of process control systems where relevant
- services used
- significance and methods of monitoring control points within the process
- common causes of variation and corrective action required
- consequences of over addition eg stripping, wasting materials
- Occupational Health and Safety (OHS) hazards and controls
- 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
- waste handling requirements and procedures
- recording requirements and procedures

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:

- prepare products and materials, including weighing and measuring as required
- set up and operate equipment
- additions and finings are added according to specification
- ensure control points are monitored and appropriate corrective action is taken for out-of-specification product, process and equipment performance
- collect unused materials and waste, and store, treat or dispose of appropriately
- use personal protective equipment and follow other OHS procedures
- record information appropriately.

Context of and specific resources for assessment

Assessment must occur in a real or simulated workplace where the assessee has access to:

- 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

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> cleaning procedures, materials and equipment as required.
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	
<p>The range statement relates to the unit of competency as a whole. It allows for different work 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.</p>	
Policies and procedures	Work is carried out in accordance with workplace procedures, licensing requirements and legislative requirements
Workplace information	<p>Workplace information can include:</p> <ul style="list-style-type: none"> Standard Operating Procedures (SOPs) specifications production schedules and instructions routine maintenance schedules work notes Material Safety Data Sheets (MSDS) manufacturer instructions verbal direction from manager, supervisor or senior operator
Equipment	<p>Equipment may include:</p> <ul style="list-style-type: none"> a range of cellar equipment, including pumps, hoses and fittings, dosing equipment, mixers and manual handling equipment

RANGE STATEMENT	
Product and materials	Product and materials may include: <ul style="list-style-type: none"> • a range of wine and/or fruit juice product and water • a range of additions and fining agents allowable under Australian regulations
Base or concentrate mixes	Base or concentrate mixes may be: <ul style="list-style-type: none"> • prepared for addition to bulk product and materials
Confirming equipment status	Confirming equipment status involves: <ul style="list-style-type: none"> • checking that hygiene and sanitation standards, safety standards and pre-start requirements are met and that equipment is operational • checking the operation and calibration status of measuring instrumentation
Services	Services may include: <ul style="list-style-type: none"> • power • water • compressed air • inert gas
Monitoring the process	Monitoring the process may involve: <ul style="list-style-type: none"> • the use of production data
Type of process control	Process control of weighing, measuring and mixing, set up, operation and monitoring functions may be done: <ul style="list-style-type: none"> • manually or involve the use of a PLC or computer process control system
Control points	Control points refer to those key points in a work process that must be monitored and controlled. This includes: <ul style="list-style-type: none"> • food safety (critical) • quality and regulatory control points • inspection points
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"> • chemicals, dangerous or hazardous substances

Unit Sector(s)

Unit sector	Wine operations
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Custom Content Section

Not applicable.