



Australian Government

Department of Education, Employment and Workplace Relations

FDFSUG225A Collect and prepare samples

Release: 1

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Modification History

New Unit based on *SUGPCPS2A Collect and prepare samples*.

Unit Descriptor

This unit describes the outcomes required to collect and prepare a range of samples taken during the sugar milling process. It typically applies to an operator who has primary responsibility for sampling and/or testing.

Application of the Unit

This unit has application in the sugar milling industry.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

There are no pre-requisite units for this competency standard.

Employability Skills Information

This unit contains employability skills.

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 for sampling	1.1 Sampling requirements are identified 1.2 Sampling method is determined to suit sampling requirement 1.3 Confirm that sampling tools and containers are available and fit for use
2 Collect and prepare samples	2.1 Collect samples in accordance with sampling schedule 2.2 Identify and report atypical observations made during sampling 2.3 Store and handle samples to preserve characteristics of sample 2.4 Prepare samples as required by sampling procedure
3 Record sampling information	3.1 Record sampling information according to workplace requirements 3.2 Sample labelling procedures are followed according to workplace requirements

Required Skills and Knowledge

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

Required skills include:

Ability to:

- access workplace information such as the sampling plan to identify sampling requirements
- select, fit and use personal protective clothing and/or equipment
- confirm that necessary tools, containers and chemicals are available and fit for purpose
- handle chemicals safely including handling preservatives
- demonstrate handling and preparation procedures and use of appropriate protective clothing and equipment
- demonstrate correct manual handling and safe work practices
- demonstrate sampling collection and preparation procedures
- return plant to operating conditions as required
- identify and report any obvious non-conformance
- maintain and store chemicals, containers and sampling tools as required
- sort, collect, treat, recycle or dispose of sample material
- label samples as required
- record sampling information
- maintain work area to meet housekeeping standards

Required knowledge includes:

Knowledge of:

- purpose of a sampling plan including an understanding of the nature of representative samples and importance of maintaining the integrity of samples
- awareness of cane analysis program requirements relating to sampling for cane payment tests
- terminology relating to the types of samples and related methods used
- safe work procedures including appropriate and safe manual handling, safe practices in accessing the sampling point, hazards associated with specific sampling requirements such as working with equipment under pressure, at high temperatures and storage of chemicals used
- specific sample collection and preparation methods/procedures
- sampling regimes implemented in response to special causes or non-conformance
- inspection points for sampling
- typical characteristics of materials sampled to and common contaminants
- sample disposal procedures
- labelling requirements
- reporting and recording systems

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.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • demonstrate sampling collection and preparation procedures • identify and report any obvious non-conformance • label and record samples.
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"> • Sampling schedule • Sampling tools, chemicals, containers and related equipment • Materials to be sampled • Sampling methods and procedures • Sample preparation equipment • Personal protective clothing and equipment • Communication systems and equipment • Housekeeping standards and procedures • Sample labelling and recording systems, requirements and procedures.
Method of assessment	Other units of competency relevant to the work role should be assessed in conjunction with this unit.
Guidance information for assessment	To ensure consistency in one's performance, competency 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

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.

Policies and procedures	Work is carried out in accordance with company policies and procedures, licensing requirements, legislative requirements, codes of practice and industrial awards and agreements.
Codes of Practice	Codes of practice include the Sugar Milling Operations Industry Code of Practice.
Workplace information	Workplace information can include: <ul style="list-style-type: none"> • Standard Operating Procedures (SOPs) • specifications • sampling schemes • schedules.
Cane sampling equipment	Equipment may include: <ul style="list-style-type: none"> • forks • shovels • scrapers • sample containers • purpose-related tools.
Cane sample preparation	Sample preparation may include: <ul style="list-style-type: none"> • addition of preservatives • fibre preparation such as disintegrator and cutter-grinders • sub-sampling to give a representative sample from given set of samples.
Teamwork	Work may require the ability to work within a team environment.
Information systems	Information systems may be print or screen based.

Unit Sector(s)

Sugar Milling