

FDF03 Food Processing Industry Training Package

Volume 1 of 5

Version Number: 3

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FDF03 Food Processing Industry Training Package

The Food Processing Industry Training Package (FDF03) is comprised of five volumes, three for the food processing sector, and two for the wine sector.

Volume 1 of 5 Food Processing Sector

This Training Package was endorsed by NTQC in March 2003.

This Training Package is to be reviewed by April 2006.

FDf03 - Food Processing Industry Training Package

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Preliminary Information

Important Note to Users

Training Packages are not static documents; they are amended periodically to reflect the latest industry practices and are version controlled. It is essential that the latest version is always used.

Check the version number before commencing training or assessment

This Training Package is Version 3 - check whether this is the latest version by going to the National Training Information Service (www.ntis.gov.au) and locating information about the Training Package. Alternatively, contact Agri-Food Industry Skills Council at <http://www.agrifoodskills.net.au> to confirm the latest version number.

Explanation of version number conventions

The primary release Training Package is Version 1. When changes are made to a Training Package, sometimes the version number is changed and sometimes it is not, depending on the extent of the change. When a Training Package is reviewed it is considered to be a new Training Package for the purposes of version control, and is Version 1. Do not confuse the version number with the Training Packages national code (which remains the same during its period of endorsement).

Version modification history

The version details of this endorsed Training Package are in the table below. The latest information is at the top of the table.

Version	Release Date	Comments
3	August 2007	<p>Addition of imported TAA units to replace former BSZ units in the Wine Sector qualifications.</p> <ul style="list-style-type: none"> • TAADEL301A Provide training through instruction and demonstration of skills • TAAASS401A Plan and organise assessment • TAAASS402A Assess competence • TAAASS404A Participate in assessment validation. <p>Addition of two qualifications in pharmaceutical manufacturing. (Refer Qualifications Framework pages 34 and 35):</p> <ul style="list-style-type: none"> • FDF40207 Certificate IV in Pharmaceutical Manufacturing • FDF50207 Diploma of Pharmaceutical Manufacturing. <p>Addition of two qualifications in food safety auditing (refer Qualifications Framework pages 42 and 43):</p> <ul style="list-style-type: none"> • FDF41007 Certificate IV in Food Processing (Food Safety Auditing) • FDF51007 Diploma of Food Processing (Food Safety Auditing). <p>Assessment Guidelines and Qualifications Framework text updated to conform to new requirements.</p> <p>Historic information (former Table 18 and Table 19) preceding this version of the FDF03 can be found at</p>

Version	Release Date	Comments
		<p>www.agrifoodskills.net.au</p> <p>Information to assist with implementation of the FDF03 Training Package has been placed in the Appendices of Volume I:</p> <ul style="list-style-type: none"> • Appendix One Listing of all units grouped by AQF level within sector or functional group (This information replaces the former Table 18.) • Appendix Two Competency profiles. <p>Addition of four high risk food safety auditing Specialist units to AQF 4 and 5:</p> <ul style="list-style-type: none"> • FDFFSBM4A Audit bivalve mollusc growing and harvesting processes • FDFFSME4A Audit manufacturing of ready-to-eat meat products • FDFFSHT4A Audit a heat treatment process • FDFFS4A Audit a cook chill process <p>New FDF units added to pharmaceutical manufacturing qualifications:</p> <ul style="list-style-type: none"> • FDFPHCCP4A Participate in change control procedures • FDFPHFCC4A Facilitate contamination control • FDFPHGMP4A Facilitate and monitor Good Manufacturing Practice • FDFPHRNC4A Respond to non-conformance • FDFPHRWD4A Prepare and review workplace documentation to support GMP • FDFPHVP4A Participate in validation processes <p>Addition of four pharmaceutical specialist units to the Certificate II in Pharmaceutical Manufacturing:</p> <ul style="list-style-type: none"> • FDFPHEXT2A Operate an extraction process • FDFPHCON2A Operate a concentration process • FDFPHFIL2A Operate a filtration process using diatomaceous earth • FDFPHSPC2A Operate a separation process using chromatography <p>Revision and recoding of pharmaceutical core units (GMP) at AQF 2 and 3:</p> <ul style="list-style-type: none"> • FDFPHMGMP2A Apply Good Manufacturing Practice procedures • FDFPHMGMP3A Monitor and maintain Good Manufacturing Practice procedures <p>Revision of food safety auditing units:</p> <ul style="list-style-type: none"> • FDFIMMA4A Manage internal audits • FDFOPTAP3A Participate in an audit process <p>Addition of imported units at AQF 4 and 5 to replace former BSZ units.</p>

Version	Release Date	Comments
		<ul style="list-style-type: none"> • TAADEL301A Provide training through instruction and demonstration of skills • TAAASS301A Contribute to assessment • TAAASS401A Plan and organise assessment • TAAASS402A Assess competence • TAAASS403A Develop assessment tools • TAAASS404A participate in assessment validation • TAADES402A Design and develop learning programs
2	April 2005	Four new Food Safety Auditing units have been added to the Food Processing Training Package.
1	June 2004	Category 1 maintenance to Wine Sector only, including code and title updates and corrections of typographical errors. Includes amendments required to units imported from FDF03 Food Processing Industry Training Package - Food Processing sector, due to changes made to those units during the period the Wine Sector Training Package was undergoing endorsement.
1.00	June 2003	First release

Forms control: All endorsed training packages will have a version number displayed on the imprint page of every volume constituting that training package. Every training package will display an up-to-date copy of this modification history form, to be placed immediately after the contents page of the first volume of the training package. Comments on changes will only show sufficient detail to enable a user to identify the nature and location of the change. Changes to training packages will generally be batched at quarterly intervals. This modification history form will be included within any displayed sample of that training package and will constitute all detail available to identify changes.

Summary of AQF qualifications in this Training Package

Code	Title
FDF10103	Certificate I in Food Processing
FDF10203	Certificate I in Pharmaceutical Manufacturing
FDF10303	Certificate I in Food Processing (Plant Baking)
FDF10403	Certificate I in Food Processing (Wine)
FDF10803	Certificate I in Food Processing (Retail Baking)
FDF10903	Certificate I in Food Processing (Sales)
FDF20103	Certificate II in Food Processing
FDF20203	Certificate II in Pharmaceutical Manufacturing
FDF20303	Certificate II in Food Processing (Plant Baking)
FDF20403	Certificate II in Food Processing (Wine)
FDF20903	Certificate II in Food Processing (Sales)
FDF30103	Certificate III in Food Processing
FDF30203	Certificate III in Pharmaceutical Manufacturing
FDF30303	Certificate III in Food Processing (Plant Baking)
FDF30403	Certificate III in Food Processing (Wine)
FDF30503	Certificate III in Food Processing (Retail Baking - Cake and Pastry)
FDF30603	Certificate III in Food Processing (Retail Baking - Bread)
FDF30703	Certificate III in Food Processing (Retail Baking - Combined)
FDF30903	Certificate III in Food Processing (Sales)
FDF40103	Certificate IV in Food Processing
FDF40207	Certificate IV in Pharmaceutical Manufacturing
FDF41007	Certificate IV in Food Processing (Food Safety Auditing)
FDF50103	Diploma of Food Processing
FDF50207	Diploma of Pharmaceutical Manufacturing
FDF51007	Diploma of Food Processing (Food Safety Auditing)

Units of competency in this Training Package and their prerequisites

Code	Title	Prerequisite
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process	None
FDFBISETP2A	Manufacture extruded and toasted products	None
FDFBISFS2A	Operate a forming/shaping process	None
FDFBISRC2A	Manufacture rye crisp breads	None
FDFBISWP2A	Manufacture wafer products	None
FDFBPBCAA	Operate the bottle capsuling process	None
FDFBPBFPB	Operate the bottle filling process	None
FDFBPBSEA	Operate the bottle sealing process	None
FDFBPBSUA	Operate the bottle supply process	None
FDFBPCEPA	Operate the carton erection process	None
FDFBP CPPA	Operate the carton packing process	None
FDFBPECOA	Operate the electronic coding process	None
FDFBPLPB	Operate the labelling process	None
FDFBPMANA	Operate manual bottling and packaging processes	None
FDFBPPALA	Operate the palletising process	None
FDFBPPECB	Perform packaging equipment changeover	None
FDFBPSPFB	Operate the softpack filling process	None
FDFBPSPGA	Operate traditional sparkling wine processes	None
FDFBPTIRA	Operate the tirage and transfer process	None
FDFCAKCSP2A	Operate a cooling and slicing process	None
FDFCDSBDB	Perform cellar door banking duties	WRRF1B
FDFCDSBCB	Process cellar door debtors and creditors	None
FDFCDSEVAB	Evaluate wines (advanced)	FDFCDSEWB
FDFCDSEWB	Evaluate wines (standard)	None
FDFCDSPAB	Coordinate promotional activities	WRRM1B
FDFCDSSCPB	Perform cellar door stock control procedures	None

Code	Title	Prerequisite
FDFCDSSPSA	Sell cellar door products and services	FDFCDSEWB THHBFB09B WRRCS3B
FDFCDSSPTB	Conduct a specialised product tasting	FDFCDSSTTA FDFCDSWTB
FDFCDSSTTA	Conduct a standard product tasting	FDFCDSEWB THHBFB09B WRRCS3B
FDFCDSWHB	Coordinate winery hospitality activities	WRRCS3B
FDFCDSWSTB	Conduct winery and/or site tours	FDFCDSWTB
FDFCDSWTB	Promote wine tourism information	WRRCS3B
FDFCELAFB	Prepare and make additions and finings	None
FDFCELCCSB	Operate the continuous clarification by separation (flotation) process	FDFCELGASB FDFCELTRFB
FDFCELCONB	Operate the concentration process	FDFCELTRFB
FDFCELCRPB	Operate the crushing process	FDFCELTRFB
FDFCELCSB	Operate clarification by separation (centrifugation) process	FDFCELGASB FDFCELTRFB
FDFCELCULA	Propagate and maintain wine cultures	FDFCELTRFB
FDFCELDCDA	Perform dual column distillation (continuous still brandy) operations	FDFCELHSB
FDFCELDEOB	Perform de-aromatising, de-alcoholising or de-sulphuring operations	FDFCELGASB FDFCELTRFB
FDFCELFDA	Perform first distillation (pot still brandy) operations	FDFOPTISP2A PMLTEST300A
FDFCELFERA	Perform fermentation operations	None
FDFCELFFPB	Operate the fine filtration process	None
FDFCELGASB	Carry out inert gas handling operations	None
FDFCELHECB	Perform heat exchange operations	None
FDFCELHSB	Handle spirits	FDFCELTRFB FDFZCSCIP2A
FDFCELIONB	Operate the ion exchange process	FDFCELTRFB

Code	Title	Prerequisite
FDFCELLSA	Perform single column lees stripping (continuous still brandy) operations	FDFZCSCS2A PMLTEST300A
FDFCELMDA	Perform must draining operations	FDFCELTRFB
FDFCELOAKB	Perform oak handling activities	FDFCELGASB FDFCELTRFB
FDFCELPLFB	Operate the pressure leaf filtration process	FDFCELGASB FDFCELTRFB
FDFCELPPB	Operate the pressing process	FDFCELTRFB
FDFCELRECA	Perform rectification (continuous still) operations	FDFCELHSB
FDFCELRVFB	Operate the rotary vacuum filtration process	FDFCELGASB FDFCELTRFB
FDFCELSDA	Perform second distillation (pot still brandy) operations	FDFOPTISP2A PMLTEST300A
FDFCELTRFB	Carry out transfer operations	None
FDFCELWAXB	Prepare and wax tanks	None
FDFCONFBS2A	Operate a boiled confectionery process	None
FDFCONFCC2A	Operate a chocolate conching process	None
FDFCONFCP2A	Operate a chocolate depositing/moulding process	None
FDFCONFDP2A	Operate a confectionery depositing process	None
FDFCONFGC2A	Operate a granulation and compression process	None
FDFCONFPP2A	Operate a panning process	None
FDFCONFRC2A	Operate a chocolate refining process	None
FDFCONFSM2A	Operate a starch moulding process	None
FDFCORBM2A	Use basic mathematical concepts	None
FDFCORFSY1A	Follow work procedures to maintain food safety	None
FDFCORFSY2A	Implement the food safety program and procedures	None
FDFCORHS1A	Follow work procedures to maintain health and safety	None
FDFCORHS2A	Implement occupational health and safety systems and procedures	None
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	None

Code	Title	Prerequisite
FDFCORQAS1A	Follow work procedures to maintain quality	None
FDFCORQAS2A	Implement quality systems and procedures	None
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	None
FDFCORWCM1A	Communicate workplace information	None
FDFCORWCM2A	Present and apply workplace information	None
FDFDPBC2B	Operate a butter churning process	None
FDFDPBF2B	Operate a continuous freezing process	None
FDFDPBOP2A	Operate a butter oil process	None
FDFDPCC2B	Operate a curd production and cutting process	None
FDFDPCH2B	Operate a cooling and hardening process	None
FDFDPCM2B	Operate a cheese pressing and moulding process	None
FDFDPFP2B	Operate a fermentation process	None
FDFDPHS2B	Operate a holding and storage process	None
FDFDPMP2B	Operate a membrane process	None
FDFEOBP2B	Operate a bleaching process	None
FDFEOCP2A	Operate a complecting process	None
FDFEODP2B	Operate a deodorising process	None
FDFEOFL2A	Operate a flake preparation process	None
FDFEAFP2B	Operate a fractionation process	None
FDFEOHP2B	Operate a hydrogenation process	None
FDFEOIN2B	Operate an interesterification (IE) process	None
FDFEONP2B	Operate a neutralisation process	None
FDFEOSSP2A	Operate a soap splitting process	None
FDFEOWP2B	Operate a winterisation process	None
FDFFMCO2B	Operate a grain conditioning process	None
FDFFMGC2B	Operate a grain cleaning process	None
FDFFMPP2B	Operate a purification process	None

Code	Title	Prerequisite
FDFFMMSG2B	Operate a scalping and grading process	None
FDFFMSS2B	Operate a scratch and sizing process	None
FDFFMWB2B	Operate a break roll process	None
FDFFSACA	Assess compliance with food safety programs	None
FDFFSBM4A	Audit bivalve mollusc growing and harvesting processes	FDFFSDFSAA FDFFSCHZA FDFFSCOMA
FDFFS4A	Audit a cook chill process	FDFFSDFSAA FDFFSCHZA FDFFSCOMA
FDFFSDFSAA	Conduct food safety audits	None
FDFFSCHZA	Identify, evaluate and control food safety hazards	None
FDFFSCOMA	Communicate and negotiate to conduct food safety audits	None
FDFFSHT4A	Audit a heat treatment process	FDFFSDFSAA FDFFSCHZA FDFFSCOMA
FDFFSME4A	Audit manufacturing of ready-to-eat meat products	FDFFSDFSAA FDFFSCHZA FDFFSCOMA
FDFVFP2B	Operate a freezing process	None
FDFHYCH2A	Operate a creamed honey manufacture process	None
FDFICIM2A	Operate an ice manufacturing process	None
FDFIMEPC4A	Establish process capability	FDFOPTSPC2A FDFTECNUM4A
FDFIMMIA4A	Manage Internal Audits	None
FDFIMMWB4A	Manage a work area within budget	None
FDFLABALDA	Analyse laboratory data	FDFLABRLDA
FDFLABBATA	Perform basic analytical tests	FDFLABLETB
FDFLABBMTA	Perform basic microbiological tests	FDFLABMAEA
FDFLABBPTA	Perform basic packaging tests and inspections	FDFLABLETB
FDFLABCOMA	Use computer technology for laboratory applications	FDFLABALDA

Code	Title	Prerequisite
FDFLABLETB	Use basic laboratory equipment	None
FDFLABLSSB	Prepare laboratory solutions and stains	FDFLABLETB
FDFLABMAEA	Maintain aseptic environment	FDFLABLETB
FDFLABNRTA	Perform non-routine or specialised tests	FDFLABRLDA
FDFLABPCMA	Prepare and pour culture media	FDFLABMAEA
FDFLABPQCA	Perform packaging quality control procedures	FDFLABLETB
FDFLABPSSB	Prepare product or show samples	FDFLABLETB
FDFLABRLDA	Record laboratory data	None
FDFLABSLSB	Standardise laboratory solutions	FDFLABLETB
FDFLABTSHA	Perform routine troubleshooting procedures	FDFLABALDA
FDFOPTAP3A	Participate in an audit process	None
FDFOPTCRM2A	Conduct routine maintenance	None
FDFOPTENV1A	Follow work procedures to maintain environmental standards	None
FDFOPTENV2A	Implement environmental policies and procedures	None
FDFOPTENV3A	Monitor the implementation of environmental management policies	None
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food	None
FDFOPTHCP3A	Participate in a HACCP team	FDFCORFSY2A
FDFOPTIPP3A	Implement the pest prevention program	None
FDFOPTISP2A	Implement sampling procedures	None
FDFOPTMR1A	Measure and record workplace information	None
FDFOPTPAP3A	Participate in an Audit Process	None
FDFOPTPIP3A	Participate in improvement processes	None
FDFOPTRWP3A	Report on workplace performance	None
FDFOPTSA2A	Participate in sensory analyses	None
FDFOPTSD2A	Work in a socially diverse environment	None
FDFOPTSM3A	Support and mentor individuals and groups	None

Code	Title	Prerequisite
FDFOPTSPC2A	Apply principles of statistical process control	FDFCORBM2A
FDFOPTTG2A	Participate in work teams and groups	None
FDFOPTTG3A	Lead work teams and groups	None
FDFOPTWFS2A	Work in a food handling area for non-food handlers	None
FDFPASFF2A	Operate a pastry forming and filling process	None
FDFPASMD2A	Operate a doughnut making process	None
FDFPASMG2A	Operate a griddle production process	None
FDFPASMP2A	Operate a pastry production process	None
FDFPBBDM3A	Operate a dough mixing process	None
FDFPBFBFP3A	Operate a final proof and baking process	None
FDFPBBMU3A	Operate a dough make up process	None
FDFPBSW2B	Operate a cooling, slicing and wrapping process	None
FDFPBW1A	Participate effectively in a workplace environment (plant baking)	None
FDFPHAFS2A	Operate an aseptic fill and seal process	FDFZPRCR2A
FDFPHCCP4A	Participate in change control procedures	None
FDFPHCLS2A	Co-ordinate a label store	None
FDFPHCON2A	Operate a concentration process	None
FDFPHCP2B	Operate a compressing process	None
FDFPHDRM2A	Dispense pharmaceutical raw materials	None
FDFPHEP2B	Operate an encapsulation process	None
FDFPHEXT2A	Operate an extraction process	None
FDFPHFCC4A	Facilitate contamination control	None
FDFPHFFS2A	Operate an aseptic form, fill and seal process	FDFZPRCR2A
FDFPHFIL2A	Operate a filtration process using diatomaceous earth	None
FDFPHGMP1A	Follow work procedures to maintain Good Manufacturing Practice	None
FDFPHGMP2B	Implement Good Manufacturing Practice procedures	None

Code	Title	Prerequisite
FDFPHGMP3A	Monitor the implementation of Good Manufacturing Practice procedures	None
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice	None
FDFPHGP2B	Operate a granulation process	None
FDFPHLM2B	Operate a liquid manufacturing process	None
FDFPHRNC4A	Respond to non-conformance	None
FDFPHRWD4A	Prepare and review workplace documentation to support GMP	None
FDFPHSPC2A	Operate a separation process using chromatography	None
FDFPHTC2B	Operate a tablet coating process	None
FDFPHTSP2A	Operate a terminal sterilisation process	None
FDFPHVP4A	Participate in validation processes	None
FDFPIOWP4A	Optimise a work process	FDFOPTPIP3A
FDFPLDMP5A	Design and maintain programs to support legal compliance	None
FDFPLPCM4A	Plan and co-ordinate maintenance	None
FDFPLSCP4A	Schedule and manage production	None
FDFPMMAC5A	Manage supplier agreements and contracts	None
FDFPMMPW4A	Manage people in the work area	FDFOPTSM3A
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace	None
FDFPOAC2A	Operate an automated cutting process	None
FDFPOCWS3A	Operate a chickway system	None
FDFPODF3B	Debone and fillet product (manually)	None
FDFPODM2B	Operate a dicing/stripping or mincing process	None
FDFPOEP2B	Operate an evisceration process	None
FDFPOGC2B	Grade carcass	None
FDFPOHE2A	Harvest edible offal	None
FDFPOOIM2A	Operate a marinade injecting process	None
FDFPOOWC2A	Operate a washing and chilling process	None

Code	Title	Prerequisite
FDFPOPS2A	Operate a portion saw	None
FDFPORH2A	Operate the bird receival and hanging process	None
FDFPOSK2B	Operate a stunning, killing and defeathering process	None
FDFRBAB3A	Produce artisan breads	FDFRBBB2B FDFRBFM2B FDFRBPD2B FDFRBPY2B FDFRBSM2B
FDFRBBB2B	Bake bread	None
FDFRBBC2B	Bake sponges, cakes and cookies	None
FDFRBBP2B	Bake pastry products	None
FDFRBCP2B	Produce choux pastry	None
FDFRBDC2B	Decorate cakes and cookies	None
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)	None
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)	FDFRBBC2B FDFRBBP2B FDFRBDC2B FDFRBFF2B FDFRBPC2B FDFRBPF2B FDFRBPP2B
FDFRbfd2B	Freeze dough	None
FDFRBFF2B	Form and fill pastry products	None
FDFRBFM2B	Conduct final mould and final proof	None
FDFRBFP1B	Finish products	None
FDFRBGT3A	Produce and decorate gateaux and tortes	FDFRBBC2B FDFRBBP2B FDFRBCP2B FDFRBDC2B FDFRBPC2B FDFRBPF2B FDFRBPM2B FDFRBPP2B
FDFRBPC2B	Produce sponge, cake and cookie batter	None

Code	Title	Prerequisite
FDFRBP2B	Produce bread dough	None
FDFRBP3B	Participate in product development	None
FDFRBP2B	Prepare fillings	None
FDFRBP2B	Produce meringue-based products	None
FDFRBP2B	Produce pastry	None
FDFRBP2B	Produce yeast-raised products	None
FDFRBR2B	Retard dough	None
FDFRBS2B	Scale and mould dough for intermediate proof	None
FDFRBS3B	Plan and schedule production	None
FDFSFG2B	Operate a grinding process	None
FDFSFP2A	Operate a pelleting process	None
FDFTCR2B	Manufacture coffee (roast and ground)	None
FDFTECCS4A	Control food contamination and spoilage	FDFCORQFS3A
FDFTECENG4A	Apply basic engineering principles to a food production process	FDFTECNUM4A FDFZPRCI2A
FDFTECENV4A	Manage the implementation of environmental management policies and procedures in the workplace	None
FDFTECFAD4A	Apply an understanding of food additives	None
FDFTECLEG4A	Apply an understanding of legal requirements in food production	None
FDFTECNUM4A	Describe and analyse data using mathematical principles	FDFOPTSPC2A
FDFTECPAK4A	Apply principles of food packaging	None
FDFTECPPR4A	Participate in product recalls	FDFCORQFS3A
FDFTECPSC4A	Identify the physical and chemical properties of materials, food and related products	None
FDFTECPT5A	Manage and evaluate new product trials	None
FDFTECUTE5A	Manage utilities and energy for a production process	None
FDFTECWTP4A	Manage water treatment processes	FDFOPTENV3A
FDFWGGBGVB	Bench graft vines	None

Code	Title	Prerequisite
FDFWGGCBAB	Apply chemicals and biological agents	None
FDFWGGCCMA	Coordinate canopy management activities	None
FDFWGGCHAB	Coordinate crop harvesting activities	FDFWGGPGHB
FDFWGGCMBB	Carry out basic canopy maintenance	None
FDFWGGCMSB	Operate specialised canopy management equipment	None
FDFWGGCNAB	Coordinate nursery activities	FDFWGGCPOB FDFWGGDURB FDFWGGMNPB
FDFWGGCPOB	Carry out potting operations	None
FDFWGGDURB	Dig up rootlings	None
FDFWGGFGVB	Field graft vines	None
FDFWGGFNAB	Perform field nursery activities	None
FDFWGGHPB	Coordinate hand pruning activities	FDFWGGHPVB
FDFWGGHPVB	Hand prune vines	None
FDFWGGHWTB	Carry out hot water treatment	None
FDFWGGICB	Install irrigation components	None
FDFWGGIPDB	Identify and treat nursery plant disorders	None
FDFWGGIRB	Deliver injection requirements	None
FDFWGGISB	Operate the irrigation system	None
FDFWGGISIB	Implement an irrigation schedule	FDFWGGISB
FDFWGGISMB	Undertake irrigation systems maintenance activities	None
FDFWGGMCEB	Maintain callusing environment	None
FDFWGGMHB	Operate a mechanical harvester	None
FDFWGGMHSB	Support mechanical harvesting operations	FDFWGGVEQB
FDFWGGMNPB	Monitor and maintain nursery plants	FDFWGGTCPB
FDFWGGMVTB	Install and maintain vine trellis	None
FDFWGGOCSB	Operate nursery cold storage facilities	None
FDFWGGPDDA	Recognise disorders and identify pests and diseases	None

Code	Title	Prerequisite
FDFWGGPGHB	Pick grapes by hand	None
FDFWGGPVCB	Process vine cuttings	None
FDFWGGPVHB	Plant vines by hand	None
FDFWGGPVRB	Process vine rootlings	None
FDFWGGSPMB	Implement a soil management program	FDFWGGCBAB FDFWGGSSSEB FDFWGGVEQB
FDFWGGSNAB	Perform shed nursery activities	None
FDFWGGSSSEB	Operate spreading and seeding equipment	None
FDFWGGTCPB	Tend containerised nursery plants	None
FDFWGGTVB	Train vines	None
FDFWGGVCB	Take vine cuttings	None
FDFWGGVDDB	Monitor and control vine disorders and damage	None
FDFWGGVEQB	Operate vineyard equipment	None
FDFWGGVPCB	Perform vertebrate pest control activities	None
FDFWIUINDB	Perform effectively in the workplace (induction)	None
FDFZCSAW1A	Operate automated washing equipment	None
FDFZCSCIP2A	Clean equipment in place	None
FDFZCSCS2A	Clean and sanitize equipment	None
FDFZMHDT2A	Operate a bulk dry goods transfer process	None
FDFZMHFS2A	Work in a freezer storage area	None
FDFZMHLT2A	Operate a bulk liquid transfer process	None
FDFZMHLU2A	Load and unload tankers	None
FDFZMHMH1A	Carry out manual handling tasks	None
FDFZMHTS2A	Work with temperature controlled stock	None
FDFZPKBSB2A	Operate a blending, sieving and bagging process	None
FDFZPKCPP2A	Operate a casepacking process	None
FDFZPKFCC2A	Fill and close product in cans	None

Code	Title	Prerequisite
FDFZPKFFS2A	Operate a form, fill and seal process	None
FDFZPKFS2A	Operate a fill and seal process	None
FDFZPKHSW2A	Operate a high speed wrapping process	None
FDFZPKPM1A	Pack product manually	None
FDFZPKPP2A	Operate a packaging process	None
FDFZPKSYS3A	Operate processes in a packaging system	None
FDFZPMBM1A	Prepare basic mixes	None
FDFZPMDNB2A	Dispense non-bulk ingredients	None
FDFZPMIS1A	Inspect and sort materials and product	None
FDFZPMMB2A	Operate a mixing/blending process	None
FDFZPRBE1A	Operate basic equipment	None
FDFZPRBP2A	Operate a baking process	None
FDFZPRCI2A	Operate a process control interface	None
FDFZPRCP2A	Operate a coating application process	None
FDFZPRCR2A	Work in a clean room environment	None
FDFZPRDTP2A	Operate a depositing process	None
FDFZPREP2A	Operate an evaporation process	None
FDFZPRER2A	Operate an enrobing process	None
FDFZPREX2A	Operate an extrusion process	None
FDFZPRFP2A	Operate a filtration process	None
FDFZPRFY2A	Operate a frying process	None
FDFZPRHT2A	Operate a heat treatment process	None
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge	None
FDFZPRMBC2A	Operate a mixing/blending and cooking process	None
FDFZPRMP1A	Monitor process operation	None
FDFZPROD2A	Operate a drying process	None
FDFZPROH2A	Operate an homogenising process	None

Code	Title	Prerequisite
FDFZPROR2A	Operate a retort process	None
FDFZPRPP2A	Operate pumping equipment	None
FDFZPRPR2A	Operate a production process	None
FDFZPRRM2A	Pre-process raw materials	None
FDFZPRRN2A	Operate a reduction process	None
FDFZPRSEP2A	Operate a separation process	None
FDFZPRSP3A	Set up a production line for operation	None
FDFZPRSPS2A	Operate a spreads production process	None
FDFZPRSYS3A	Operate processes in a production system	None
FDFZPRTC2A	Operate a chocolate tempering process	None
FDFZPRW1A	Participate effectively in a workplace environment	None
FDFZPRWD2A	Operate a washing and drying process	None
FDFZPRWP2A	Operate a water purification process	None

Imported units of competency in this Training Package

Code	Title	Origin
BSBCM107A	Operate a personal computer	BSB01
BSBCM205A	Use business technology	BSB01
BSBCM213A	Produce simple word-processed documents	BSB01
BSBCM214A	Create and use simple spreadsheets	BSB01
BSBCM306A	Produce business documents	BSB01
BSBCM310A	Deliver and monitor a service to customers	BSB01
BSBCM405A	Analyse and present research information	BSB01
BSBCM412A	Promote innovation and change	BSB01
BSBFLM502A	Provide leadership in the workplace	TBA
BSBFLM507A	Manage quality customer service	TBA
BSBFLM510A	Facilitate and capitalise on change and innovation	TBA
BSBMGT503A	Prepare budgets and financial plans	BSB01
BSBMGT504A	Manage budgets and financial plans	BSB01
BSBMGT506A	Recruit, select and induct staff	BSB01
BSBMKG403A	Analyse market data	BSB01
BSBMKG404A	Forecast market and business needs	BSB01
BSBMKG501A	Evaluate marketing opportunities	BSB01
BSBMKG505A	Review marketing performance	BSB01
BSBSBM301A	Research business opportunities	BSB01
BSBSBM401A	Establish business and legal requirements	BSB01
BSBSBM402A	Undertake financial planning	BSB01
BSBSBM403A	Promote the business	BSB01
BSBSBM404A	Undertake business planning	BSB01
BSBSBM405A	Monitor and manage business operations	BSB01
BSBSBM406A	Manage finances	BSB01
BSBSBM407A	Manage a small team	BSB01

Code	Title	Origin
FFWGGBGVB	Bench graft vines	TBA
MEM153AA	Use improvement processes in team activities	MEM98
MEM181AB	Use hand tools	MEM98
MEM182AA	Use power tools/hand held operations	MEM98
MEM92AA	Interpret technical drawing	MEM98
PMAPER200A	Work in accordance with an issued permit	TBA
PMAPER300A	Issue work permits	TBA
PMAPER301A	Monitor and control work permits	TBA
PMBMAINT405A	Identify problems in fluid power system	PMB01
PMBMAINT406A	Identify problems in electronic control systems	PMB01
PMBOHS204B	Apply emergency/incident procedures	PMB01
PMBPROD211A	Operate blow moulding equipment	PMB01
PMBPROD270A	Operate injection blow moulding equipment	PMB01
PMBQUAL390A	Solve problems using 'quality tools'	PMB01
PMLTEST300A	Perform basic tests	TBA
PMLTEST302A	Calibrate testing equipment and assist with maintenance	TBA
PMLTEST400A	Perform instrumental tests/procedures	TBA
PRMCL18A	Clean a unit or location to achieve a low bacteria condition	TBA
PSPPM502A	Manage projects	TBA
RTC2301A	Undertake operational maintenance of machinery	TBA
RTC2304A	Operate and maintain chainsaws	TBA
RTC2309A	Operate tractors	TBA
RTC2706A	Apply chemicals under supervision	TBA
RTE2205A	Fabricate and repair metal or plastic structures	RTE03
RTF3011A	Implement a plant establishment program	RTF03
RUAAG2132EMA	Fabricate and repair metal and plastic structures	TBA
RUAAG2350GRA	Prepare grain storages	TBA

Code	Title	Origin
RUAAG3356GRA	Handle grain in storage area	TBA
RUAAG3520DYA	Service and repair farm machinery and equipment	TBA
RUHHRT222A	Operate and maintain chainsaws	TBA
RUXWGGACSA	Apply chemicals under close supervision	TBA
RUXWGGIPEA	Implement a plant establishment program	TBA
RUXWGGOTA	Operate tractors	TBA
SUGPOBB2A	Operate a boiler - basic	SUG02
SUGPWWT2A	Operate a waste water treatment system	SUG02
TAAASS301A	Contribute to assessment	TBA
TAAASS401A	Plan and organise assessment	TBA
TAAASS402A	Assess competence	TBA
TAAASS403A	Develop assessment tools	TBA
TAAASS404A	Participate in assessment validation	TBA
TAADEL301A	Provide training through instruction and demonstration of work skills	TBA
TAADES402A	Design and develop learning programs	TBA
TDTA1097B	Coordinate goods to bond premises	TDT02
TDTA1197B	Package goods	TDT02
TDTA1297B	Pick and process orders	TDT02
TDTA1397B	Receive goods	TDT02
TDTA1497B	Use product knowledge to complete work operations	TDT02
TDTA1597B	Complete receipt/despatch documentation	TDT02
TDTA1697B	Use inventory systems to organise stock control	TDT02
TDTA1797B	Apply product knowledge to organise work operations	TDT02
TDTA1897B	Organise despatch operations	TDT02
TDTA1997B	Organise receipt operations	TDT02
TDTA2097B	Replenish stock	TDT02
TDTA2197B	Despatch stock	TDT02

Code	Title	Origin
TDTA2297B	Participate in stocktakes	TDT02
TDTA2497B	Organise warehouse records operations	TDT02
TDTA2698B	Monitor storage facilities	TDT02
TDTA3801A	Control and order stock	TDT02
TDTA3901A	Receive and store stock	TDT02
TDTA997B	Complete and check import/export documentation	TBA
TDTB998B	Check conveyor operational status	TDT02
TDTD1097B	Operate a forklift	TDT02
TDTD1197B	Conduct specialised forklift operations	TDT02
TDTD197B	Shift materials safely using manual handling methods	TDT02
TDTD197B	Shift materials safely using manual handling methods	TDT02
TDTD2298A	Conduct weighbridge operations	TBA
TDTD2298B	Conduct weighbridge operations	TDT02
TDTD297B	Shift a load using manually-operated equipment	TDT02
TDTD397C	Handle dangerous goods/hazardous substances	TDT02
TDTD497B	Load and unload goods/cargo	TDT02
TDTJ398B	Apply grain protection measures	TDT02
TDTJ498B	Implement grain monitoring measures	TDT02
TDTK197B	Use infotechnology devices and computer applications in the workplace	TDT02
TDTQ798B	Prepare and process financial documents	TDT02
THHADCC06B	Prepare chocolate and chocolate confectionery	THH02
THHADPT04B	Prepare and display petits fours	THH02
THHADPT05B	Prepare and model marzipan	THH02
THHADPT07B	Prepare and display sugar work	THH02
THHBFB00B	Clean and tidy bar areas	THH02
THHBFB01B	Operate a bar	THH02
THHBFB03B	Provide food and beverage service	THH02

Code	Title	Origin
THHBFB09B	Provide responsible service of alcohol	THH02
THHBH01B	Provide housekeeping services to guests	THH02
THHBH03B	Prepare rooms for guests	THH02
THHCOR02B	Work in a socially diverse environment	THH02
THHGFA01B	Process financial transactions	THH02
THHGGA01B	Communicate on the telephone	THH02
THHGGA02B	Perform office procedures	THH02
THHGHS02B	Clean premises and equipment	THH02
THHGHS03B	Provide first aid	THH02
THTSOP06B	Receive and process reservations	THT02
THTTCO01B	Develop and update tourism industry knowledge	THT02
WRRCA1B	Operate retail equipment	WRR02
WRRCA5B	Operate retail information technology systems	WRR02
WRRCS2B	Apply point of sale handling procedures	WRR02
WRRCS3B	Interact with customers	WRR02
WRRCS4B	Coordinate interaction with customers	WRR02
WRRF1B	Balance register/terminal	WRR02
WRRF2B	Perform retail finance duties	WRR02
WRRFM5B	Prepare and display bakery products	WRR02
WRR11B	Perform stock control procedures	WRR02
WRR15A	Maintain and order stock	WRR02
WRRLP2B	Minimise theft	WRR02
WRRLP4B	Maintain store security	WRR02
WRRM1B	Merchandise products	WRR02
WRRS1B	Sell products and services	WRR02
WRRS2B	Advise on products and services	WRR02
WRRS3B	Coordinate sales performance	WRR02

Summary mapping of changes to units within FDF03 Food Processing Training Package

Unit code	Relationship	Comment in relation to previous iteration of the Training Package
FDFFSBM4A Audit bivalve mollusc growing and harvesting processes	New unit	
FDFFS4A Audit a cook chill process	New unit	
FDFFSHT4A Audit a heat treatment process	New unit	
FDFFSME4A Audit manufacturing of ready-to-eat meat products	New unit	
FDFIMMA4A Manage internal audits	Revised unit	Unit descriptor has been modified to direct auditors in food safety programs to the relevant endorsed unit
FDFOPTAP3A Participate in an audit process	Revised unit	Unit descriptor has been modified to direct auditors in food safety programs to the relevant endorsed unit
FDFPHMGMP3A Monitor and maintain Good Manufacturing Practice procedures	Revised and recoded	Amended FDFPHGMP3B to include greater emphasis on validation procedures
FDFPHCCP4A Participate in change control procedures	New unit	
FDFPHCON2A Operate a concentration process	New unit	
FDFPHEXT2A Operate an extraction process	New unit	
FDFPHFCC4A Facilitate contamination control	New unit	
FDFPHFIL2A Operate a filtration process using diatomaceous earth	New unit	

FDFPHMGMP2A Apply Good Manufacturing Practice procedures	Revised and recoded	Amended FDFPHGMP2B to remove reference to validation procedures and to include greater emphasis on controlling cross contamination and related line clearance procedures
FDFPHGMP4A Facilitate and monitor Good Manufacturing Practice	New unit	
FDFPHRNC4A Respond to non-conformance	New unit	
FDFPHRWD4A Prepare and review workplace documentation to support GMP	New unit	
FDFPHSPC2A Operate a separation process using chromatography	New unit	
FDFPHVP4A Participate in validation processes	New unit	
TAAASS301A Contribute to assessment	New unit	Unit imported from TAA04 Training and Assessment Training Package
TAAASS401A Plan and organise assessment	New unit replacing BSZ assessment units	Unit imported from TAA04 Training and Assessment Training Package
TAAASS402A Assess competence	New to this Training Package replacing BSZ assessment units	Unit imported from TAA04 Training and Assessment Training Package
TAAASS403A Develop assessment tools	New unit	Unit imported from TAA04 Training and Assessment Training Package
TAAASS404A Participate in assessment validation	New unit	Unit imported from TAA04 Training and Assessment Training Package
TAADEL301A Provide training through instruction and demonstration of work skill	New unit replacing BSZ units	Unit imported from TAA04 Training and Assessment Training Package
TAADES402A Design and develop learning	New unit replacing BSZ units	Unit imported from TAA04 Training and

programs		Assessment Training Package
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Relationship between Units within the original FDF98 Food Processing Industry (Wine) Training Package and the revised FDF03 Food Processing Industry (Wine) Training Package

Core

Original FDF98	Revised FDF03	Comment
FDFCORCOM1A Communicate in the workplace	FDFCORWCM1A Communicate workplace information	The revised unit includes all of the outcomes of the existing unit
FFCORNUM1A Apply basic mathematical concepts	FDFCORBM2A Use basic mathematical concepts	The revised unit includes all of the outcomes of the existing unit
FDFCOROHS1A Apply safe work procedures	FDFCORHS1A Follow work procedures to maintain health and safety	The revised unit includes all of the outcomes of the existing unit
FDFCORQA1A Apply basic quality assurance practices	FDFCORQAS1A Follow work procedures to maintain quality	The revised unit includes all of the outcomes of the existing unit
FDFCORFS1A Apply basic food safety practices	FDFCORFSY1A Follow work procedures to maintain food safety	The revised unit includes all of the outcomes of the existing unit
FDFCORCOM2A Collect, present and apply workplace information	FDFCORWCM2A Present and apply workplace information	The revised unit includes all of the outcomes of the existing unit
FDFCOROHS2A Implement occupational health and safety principles and procedures	FDFCORHS2A Implement occupational health and safety systems and procedures	The revised unit includes all of the outcomes of the existing unit
FDFCORQA2A Implement the quality system	FDFCORQAS2A Implement quality systems and procedures	The revised unit includes all of the outcomes of the existing unit
FDFCORFS2A Implement the food safety plan	FDFCORFSY2A Implement the food safety program and procedures	The revised unit includes all of the outcomes of the existing unit

FDFCORCOM3A Analyse and convey workplace information	FDFOPTRWP3A Report on workplace performance	The revised unit includes all of the outcomes of the existing unit
FDFCOROHS3A Monitor the implementation of occupational health and safety	FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures	The revised unit includes all of the outcomes of the existing unit
FDFCORQA3A Monitor the implementation of the quality system	FDFCORQFS3A Monitor the implementation of quality and food safety programs	The revised unit includes all of the outcomes of the two existing unit
FDFCORFS3A Monitor the implementation of the food safety plan		

Induction

Original FDF98	Revised FDF03	Comment
FDFWIUINDA Perform effectively in the workplace	FDFWIUINDB Perform effectively in the workplace	No change to outcomes

Bottling and Packaging

Original FDF98	Revised FDF03	Comment
FDFBPBPEA Operate basic bottling/packaging equipment	FDFBPMANA Operate manual bottling and packaging processes FDFBPBCAA Operate the bottle capsuling process FDFBPBSUA Operate the bottle supply process FDFBPBSEA Operate the bottle sealing process	The 4 new units include all of the outcomes of the existing unit
FDFBPPOA Perform packaging operations	FDFBPPALA Operate the palletising process FDFBPCEPA Operate the carton erection process FDFBPCPPA Operate the carton packing process	The 4 new units include all of the outcomes of the existing unit

	FDFBPECOA Operate the electronic coding process	
FDFBPPECA Perform packaging equipment changeover	FDFBPPECB Perform packaging equipment changeover	Revised unit requires competency on a minimum of 4 components on a multi-stage continuous packaging line
FDFBPSPFA Operate soft pack filling equipment/process	FDFBPSPFB Operate the softpack filling process	No change to outcomes
FDFBPBFPA Operate the bottle filling process	FDFBPBFPB Operate the bottle filling process	No change to outcomes
FDFBPLPA Operate labelling process	FDFBPLPB Operate the labelling process	No change to outcomes
	FDFBPSPGA Operate traditional sparkling wine processes	New unit
	FDFBPTIRA Operate the tirage and transfer process	New unit

Cellar Door Sales

Original FDF98	Revised FDF03	Comment
THHBFB09A Provide responsible service of alcohol	THHBFB09B Provide responsible service of alcohol	No change to outcomes
WRRCS3A Interact with customers	WRRCS3B Interact with customers	No change to outcomes
WRRCS2A Apply point of sale handling procedures	WRRCS2B Apply point of sale handling procedures	No change to outcomes
WRRF1A Balance register/terminal	WRRF1B Balance register/terminal	No change to outcomes
FDFCDSBDA Perform cellar door banking duties	FDFCDSBDB Perform cellar door banking duties	No change to outcomes
FDFCDSBCA Process cellar door debtors and creditors	FDFCDSBCB Process cellar door debtors and creditors	No change to outcomes

WRRM1A Merchandise products	WRRM1B Merchandise products	No change to outcomes
		?
?		
Original FDF98	Revised FDF03	Comment
FDFCDSEWA Evaluate wines (standard)	FDFCDSEWB Evaluate wines (standard)	No change to outcomes
FDFCDSPTA Prepare for a product tasting	FDFCDSSTTA Conduct a standard product tasting (new unit)	New unit includes the outcomes of both of the existing units
FDFCDSCTA Conduct a product tasting (standard)		
FDFCDSWTIA Promote wine tourism	FDFCDSWTB Promote wine tourism	Code change only. No change to outcomes
WRRS2A Advise on products and services	FDFCDSSPSA Sell cellar door products and services (new unit)	New unit includes the outcomes of both of the existing units
WRRS1A Sell products and services		
FDFCDSWSTA Conduct winery/ site tours	FDFCDSWSTB Conduct winery and/or site tours	No change to outcomes
WRRLP2A Minimise theft	WRRLP2B Minimise theft	No change to outcomes
FDFCDSSCPA Perform stock control procedures	FDFCDSSCPB Perform cellar door stock control procedures	No change to outcomes
FDFCDSEWAA Evaluate wines (advanced)	FDFCDSEVAB Evaluate wines (advanced)	No change to outcomes
FDFCDSSPTA Conduct a product tasting (specialised)	FDFCDSSPTB Conduct a specialised product tasting	Name adjustment. No change to outcomes
FDFCDSWHA Coordinate winery hospitality activities	FDFCDSWHB Coordinate winery hospitality activities	No change to outcomes
WRRS3A Coordinate sales performance	WRRS3B Coordinate sales performance	No change to outcomes

WRRCS4A Coordinate interaction with customers	WRRCS4B Coordinate interaction with customers	No change to outcomes
FDFCDSPAA Coordinate promotional activities	FDFCDSPAB Coordinate promotional activities	No change to outcomes
	WRRCA5B Operate retail information technology systems	Imported from Retail Training Package

Cellar Operations

Original FDF98	Revised FDF03	Comment
FDFCELAF A Prepare and make additions and finings	FDFCELAF B Prepare and make additions and finings	No change to outcomes
FDFCELOAK A Perform oak handling activities	FDFCELOAK B Perform oak handling activities	No change to outcomes
FDFCELTRF A Carry out transfer operations	FDFCELTRF B Carry out transfer operations	No change to outcomes
FDFCELWAX A Prepare and wax tanks	FDFCELWAX B Prepare and wax tanks	No change to outcomes
FDFCELGAS A Carry out inert gas handling operations	FDFCELGAS B Carry out inert gas handling operations	No change to outcomes
FDFCELCRP A Operate the crushing process	FDFCELCRP B Operate the crushing process	No change to outcomes
		?
?		
Original FDF98	Revised FDF03	Comment
FDFCELMPOA Perform must processing operations	FDFCELFER A Perform fermentation operations FDFCELCULA Propagate and maintain wine cultures FDFCELMDA Perform must draining operations Note: These 3 are new units	The 3 new units include all of the outcomes of the existing unit

FDFOCELPPA Operate the pressing process	FDFOCELPPB Operate the pressing process	No change to outcomes
FDFOCELPLFA Operate the pressure leaf filtration process	FDFOCELPLFB Operate the pressure leaf filtration process	No change to outcomes
FDFOCELHECA Perform heat exchange/chilling operations	FDFOCELHECB Perform heat exchange operations	Name change only. No change to outcomes
FDFOCELCSA Operate clarification by separation (centrifugation) process	FDFOCELCSB Operate clarification by separation (centrifugation) process	No change to outcomes
FDFOCELIONA Operate the ion exchange process	FDFOCELIONB Operate the ion exchange process	No change to outcomes
FDFOCELRVFA Operate the rotary vacuum filtration process	FDFOCELRVFB Operate the rotary vacuum filtration process	No change to outcomes
FDFOCELFFPA Operate the fine filtration process	FDFOCELFFPB Operate the fine filtration process	No change to outcomes
FDFOCELHSA Handle spirits	FDFOCELHSB Handle spirits	No change to outcomes
FDFOCELEOA Perform de-aromatising/de-alcoholising/de-sulphuring operations	FDFOCELDEOB Perform de-aromatising/de-alcoholising/de-sulphuring operations	No change to outcomes
FDFOCELCCSA Operate the continuous clarification by separation (flotation) process	FDFOCELCCSB Operate the continuous clarification by separation (flotation) process	No change to outcomes
FDFOCELCONA Operate the concentration process	FDFOCELCONB Operate the concentration process	No change to outcomes
FDFOCELDISA Perform distillation operations	FDFOCELFDA Perform first distillation (pot still brandy) operations FDFOCELSDA Perform second distillation (pot still brandy) operations FDFOCELLSA Perform single column lees stripping (continuous still brandy) operations	The 5 new units include all of the outcomes of the existing unit

	<p>FDFCELDCDA Perform dual column distillation (continuous still brandy) operations</p> <p>FDFCELRECA Perform rectification (continuous still) operations</p> <p>Note: These are 5 new units</p>	
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Laboratory

Original FDF98	Revised FDF03	Comment
FDFLABLETA Use basic laboratory equipment	FDFLABLETB Use basic laboratory equipment	No change to outcomes
FDFLABATAA Perform analytical tests (Group A)	FDFLABBATA Perform basic analytical tests (new unit)	New unit contains the outcomes of the 3 existing units
FDFLABATBA Perform analytical tests (Group B)		
FDFLABATCA Perform analytical tests (Group C)		
FDFLABCMA Prepare culture media	FDFLABPCMA Prepare and pour culture media	Revised unit includes sterilising and pouring media
FDFLABUATA Utilise aseptic techniques	FDFLABMAEA Maintain aseptic environment	Revised unit includes an expanded range of aseptic techniques
FDFLABLSSA Prepare laboratory solutions and stains	FDFLABLSSB Prepare laboratory solutions and stains	No change to outcomes
FDFLABMTAA Perform microbiological tests/ procedures (Group A)	FDFLABBMTA Perform basic microbiological tests	New unit includes the outcomes of the 3 existing units
FDFLABMTBA Perform microbiological tests (Group B)		
FDFLABMPCA Perform microbiological		

procedures (Group C)		
FDFLABPSSA Prepare product/ show samples	FDFLABPSSB Prepare product or show samples	No change to outcomes
FDFLABPTA Perform packaging tests	FDFLABBPTA Perform basic packaging tests and inspections FDFLABPQCA Perform packaging quality control procedures Note: These are 2 new units	The 2 new units include all of the outcomes of the existing unit
FDFLABSLSA Standardise laboratory solutions	FDFLABSLSB Standardise laboratory solutions	No change to outcomes
	PMLTEST302A Calibrate testing equipment and assist with its maintenance	Imported from Laboratory Operations Training Package
	PMLTEST400A Perform instrumental tests/ procedures	Imported from Laboratory Operations Training Package
	FDFLABRLDA Record laboratory data	New unit
	FDFLABALDA Analyse laboratory data	New unit
	FDFLABCOMA Use computer technology for laboratory operations	New unit
	FDFLABTSHA Perform routine troubleshooting procedures	New unit
	FDFLABNRTA Perform non-routine or specialised tests	New unit

Wine Grape Growing

Original FDF98	Revised FDF03	Comment
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FDWGGPGHA Pick grapes by hand	FDWGGPGHB Pick grapes by hand	Revised unit includes knowledge of environmental issues and controls
FDWGGPVHA Plant vines by hand	FDWGGPVHB Plant vines by hand	Revised unit includes knowledge of environmental issues and controls and knowledge of soil characteristics
FDWGGCMBA Carry out basic canopy maintenance	FDWGGCMBB Carry out basic canopy maintenance	Revised unit includes knowledge of environmental issues and controls
FDWGGVCA Take vine cuttings	FDWGGVCB Take vine cuttings	Revised unit includes knowledge of environmental issues and controls
FDWGGTVA Train vines	FDWGGTVB Train vines	Revised unit includes knowledge of environmental issues and controls
FDWGGHPVA Hand prune vines	FDWGGHPVB Hand prune vines	Revised unit includes knowledge of environmental issues and controls
FDWGGISMA Undertake irrigation systems maintenance activities	FDWGGISMB Undertake irrigation systems maintenance activities	Revised unit includes knowledge of environmental issues and controls
FDWGGICA Install irrigation components	FDWGGICB Install irrigation components	Revised unit includes knowledge of environmental issues and controls
FDWGGISA Operate irrigation system	FDWGGISB Operate irrigation system	Revised unit includes knowledge of environmental issues and controls and soil characteristics
FDWGGIRA Deliver injection requirements	FDWGGIRB Deliver injection requirements	Revised unit includes knowledge of environmental issues and controls
FDWGGVPCA Perform vermin/pest control activities	FDWGGVPCB Perform vertebrate pest control activities	Unit name change for clarification Revised unit includes knowledge of environmental issues and controls
RUHHRT206A Operate tractors	RTC2309A Operate tractors	Revised unit includes knowledge of environmental

		issues and controls
FDFWGGVEQA Operate vineyard equipment	FDFWGGVEQB Operate vineyard equipment	Revised unit includes knowledge of environmental issues and controls
FDFWGGMHTA Support mechanical harvesting operations	FDFWGGMHTB Support mechanical harvesting operations	Revised unit includes knowledge of environmental issues and controls
FDFWGGHPA Coordinate hand pruning activities	FDFWGGHPB Coordinate hand pruning activities	Revised unit includes ability to train and/or facilitate a team and knowledge of environmental issues and controls
FDFWGGSEA Operate spreading and seeding equipment	FDFWGGSEB Operate spreading and seeding equipment	Revised unit includes knowledge of environmental issues and controls, soil characteristics and increased equipment knowledge
FDFWGGMVTA Install and maintain vine trellis	FDFWGGMVTB Install and maintain vine trellis	Revised unit includes knowledge of environmental issues and controls
FDFWGGFGVA Field graft vines	FDFWGGFGVB Field graft vines	Revised unit includes knowledge of environmental issues and controls
		?
?		
Original FDF98	Revised FDF03	Comment
FDFWGGCMSA Operate specialised canopy management equipment	FDFWGGCMSB Operate specialised canopy management equipment	Revised unit includes knowledge of environmental issues and controls
FDFWGGCMTA Coordinate manual canopy management activities	FDFWGGCMTA Coordinate canopy management activities	Revised unit includes ability to train and/or facilitate a team and knowledge of environmental issues and controls Range broadened to cover manual and automated activities

FDFWGGCBAA Apply chemicals and biological agents	FDFWGGCBAB Apply chemicals and biological agents	Revised unit includes knowledge of environmental issues and controls
FDFWGGVDDA Monitor and control vine disorders and damage	FDFWGGVddb Monitor and control vine disorders and damage	Revised unit includes knowledge of environmental issues and controls and expanded spray knowledge
FDFWGGCHAA Coordinate crop harvesting activities	FDFWGGCHAB Coordinate crop harvesting activities	Revised unit includes ability to train and/or facilitate a team and knowledge of environmental issues and controls
FDFWGGMHA Operate a mechanical harvester	FDFWGGMHB Operate a mechanical harvester	Revised unit includes knowledge of environmental issues and controls
FDFWGGISIA Implement an irrigation schedule	FDFWGGISIB Implement an irrigation schedule	Code change. Revised unit includes knowledge of environmental issues and controls
FDFWGGSPA Implement a soil management program	FDFWGGSPB Implement a soil management program	Revised unit includes knowledge of environmental issues and controls
FDFWGGSNAA Perform shed nursery activities	FDFWGGSNAB Perform shed nursery activities	Revised unit includes knowledge of environmental issues and controls
FDFWGGBGVA Bench graft vines	FDFWGGBGVB Bench graft vines	Revised unit includes knowledge of environmental issues and controls
FDFWGGFNAA Perform field nursery activities	FDFWGGFNAB Perform field nursery activities	Revised unit includes knowledge of environmental issues and controls
	RTF3011A Implement a plant establishment program	New unit
	RTC2706A Apply chemicals under supervision	New unit
	FDFWGGPDDA Recognise disorders and identify pests and diseases	New unit

	FDFWGGCPOB Carry out potting operations	New unit
	FDFWGGDURB Dig up rootlings	New unit
	FDFWGGMCEB Maintain callusing environment	New unit
	FDFWGGPVCB Process vine cuttings	New unit
	FDFWGGPVRB Process vine rootlings	New unit
		?
?		
Original FDF98	Revised FDF03	Comment
	FDFWGGTCPB tend containerised nursery plants	New unit
	FDFWGGIPDB Identify and treat nursery plant disorders	New unit
	FDFWGGHWTB Carry out hot water treatment	New unit
	FDFWGGOCSEB Operate nursery cold storage facilities	New unit
	FDFWGGCNAB Coordinate nursery activities	New unit
	FDFWGGMNPB Monitor and maintain nursery plants	New unit

Optional

Original FDF98	Revised FDF03	Comment
FDFOPTHS1A Manually clean and	FDFZCSCS2A Clean and sanitise equipment	The revised unit includes all of the outcomes of the

sanitise equipment		existing unit
FDFOPTST2A Apply sampling techniques	FDFOPTISP2A Implement sampling procedures	The revised unit includes all of the outcomes of the existing unit
FDFOPTHS2A Clean and sanitise equipment (CIP)	FDFZCSCIP2A Clean equipment in place	The revised unit includes all of the outcomes of the existing unit
FDFOPTRT2A Conduct routine tests	PMLTEST300A Perform basic tests	No changes to outcomes

For advice on the relationship between the original and revised versions (if applicable) of all other imported units that may be included as Optional units, refer to the source Training Package.

Explanation of the review date

The review date (shown on the title page and in the header of each page) indicates when the Training Package is expected to be reviewed in the light of changes such as changing technologies and circumstances. The review date is not an expiry date. Endorsed Training Packages and their components remain current until they are reviewed or replaced.

Customising/contextualising the Training Package

There are three options which wine enterprises and RTOs may use to customise the wine sector qualifications.

Unit contextualisation

The purpose of unit contextualisation is to directly relate the unit content to the workplace context. The first part of a unit that may need to be contextualised is the range statement. The range statement explains the context in which the skills and knowledge in the unit are applied. The range statement identifies conditions that must be met and others that may apply. The use of the term "may include" indicates the typical expectations or conditions that apply. These conditions may be contextualised to suit workplace requirements and conditions. For example the range statement often includes information about the types of processes and equipment that may be used. This can be altered to suit workplace requirements.

The Elements, Performance criteria and Evidence requirements outline the skills and knowledge that must be covered to achieve competency. This information is expressed at a level of detail appropriate across industry. When using standards in a workplace contextualisation involves describing how each item applies in the given context. For example, all operators are required to recognise and control OHS hazards in the workplace. Contextualisation would involve identifying the specific hazards and control methods used. This allows the workplace to directly link the outcomes to their requirements and express this in familiar language. The essential rule when

contextualising a unit(s) is to make sure that all of the evidence requirements are covered and the intent of the unit is retained.

In addition to describing evidence to be collected by the assessment process, the evidence requirements describe the context in which assessment must occur and any conditions that apply to assessment. This information can be contextualised for a workplace by determining how these conditions apply. For example, which operating procedures or other workplace information is relevant; which equipment must be used? Where a workplace has a number of versions of the same type of equipment, is demonstration of skills on one type sufficient or must skills be demonstrated using more than one?

Qualification Customisation within the Training Package

No two wine sector qualifications will necessarily be the same. Each qualification will be a unique combination of units selected to support the diverse skill needs of workers within the industry. In a sense every qualification completed presents a customised outcome.

Inclusion of Imported Units

The units contained in this Training Package are designed to meet typical wine industry training requirements. If these units cannot meet any specific enterprise requirements, the enterprise may:

- identify a unit(s) from another registered Training Package and apply to the Food Processing (Wine) Industry Training Package steering committee for the unit(s) to be allocated points and a pool and made available for inclusion as an Optional unit in the Training Package

Overview

What is a Training Package?

A Training Package is an integrated set of nationally endorsed competency standards, assessment guidelines and Australian Qualifications Framework (AQF) qualifications for a specific industry, industry sector or enterprise.

Each Training Package:

- provides a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials
- enables nationally recognised qualifications to be awarded through direct assessment of workplace competencies
- encourages the development and delivery of flexible training which suits individual and industry requirements
- encourages learning and assessment in a work-related environment which leads to verifiable workplace outcomes.

How do Training Packages fit within the National Training Framework?

The National Training Framework is made up of the nationally agreed quality arrangements for the vocational education and training sector, the Australian Quality Training Framework (AQTF), and Training Packages endorsed by the National Training Quality Council (NTQC).

How are Training Packages developed?

Training Packages are developed by Industry Skills Councils or enterprises to meet the identified training needs of specific industries or industry sectors. To gain national endorsement of Training Packages, developers must provide evidence of extensive research, consultation and support within the industry area or enterprise.

How do Training Packages encourage flexibility?

Training Packages describe the skills and knowledge needed to perform effectively in the workplace without prescribing how people should be trained.

Training Packages acknowledge that people can achieve vocational competency in many ways by emphasising what the learner can do, not how or where they learned to do it. For example, some experienced workers might be able to demonstrate competency against the units of competency, and even gain a qualification, without completing a formal training program.

With Training Packages, assessment and training may be conducted at the workplace, off-the-job, at a training organisation, during regular work, or through work experience, work placement, work simulation or any combination of these.

Who can deliver and assess using Training Packages?

Training and assessment using Training Packages must be conducted by a Registered Training Organisation (RTO) that has the qualifications or specific units of competency on its scope of registration, or that works in partnership with another RTO as specified in the AQTF *Standards for Registered Training Organisations*.

Training Package Components

Training Packages are made up of mandatory components endorsed by the NTQC, and optional support materials.

Training Package Endorsed Components

The nationally endorsed components include the Competency Standards, Assessment Guidelines and Qualifications Framework. These form the basis of training and assessment in the Training Package and, as such, they must be used.

Competency Standards

Each unit of competency identifies a discrete workplace requirement and includes the knowledge and skills that underpin competency as well as language, literacy and numeracy; and occupational health and safety requirements. The units of competency must be adhered to in training and assessment to ensure consistency of outcomes.

Assessment Guidelines

The Assessment Guidelines provide an industry framework to ensure all assessments meet industry needs and nationally agreed standards as expressed in the Training Package and the *Standards for Registered Training Organisations*. The Assessment Guidelines must be followed to ensure the integrity of assessment leading to nationally recognised qualifications.

Qualifications Framework

Each Training Package provides details of those units of competency that must be achieved to award AQF qualifications. The rules around which units of competency can be combined to make up a valid AQF qualification in the Training Package are referred to as the packaging rules. The packaging rules must be followed to ensure the integrity of nationally recognised qualifications issued.

Training Package Support Materials

The endorsed components of Training Packages are complemented and supported by optional support materials that provide for choice in the design of training and assessment to meet the needs of industry and learners.

Training Package support materials can relate to single or multiple units of competency, an industry sector, a qualification or the whole Training Package. They tend to fall into one or more of the categories illustrated below.

Training Package support materials are produced by a range of stakeholders such as RTOs, individual trainers and assessors, private and commercial developers and Government agencies.

Where such materials have been quality assured through a process of noting by the NTQC, they display the following official logo. Noted support materials are listed on the National Training Information Service (NTIS), together with a detailed description and information on the type of product and its availability (www.ntis.gov.au).

It is not compulsory to submit support materials for noting; any resources that meet the requirements of the Training Package can be used.

Training Package, Qualification and Unit of Competency Codes

There are agreed conventions for the national codes used for Training Packages and their components. Always use the correct codes, exactly as they appear in the Training Package, **and with the title always following the code.**

Training Package Codes

Each Training Package has a unique five-character national code assigned when the Training Package is endorsed, for example FDF03. The first three characters are letters identifying the

Training Package industry coverage and the last two characters are numbers identifying the year of endorsement.

Qualification Codes

Within each Training Package, each qualification has a unique eight-character code, for example FDF10103. The first three letters identify the Training Package; the first number identifies the qualification level (noting that arabic numbers are not used in qualification titles themselves); the next two numbers identify the position in the sequence of the qualification at that level; and the last two numbers identify the year in which the qualification was endorsed. (Where qualifications are added after the initial Training Package endorsement, the last two numbers may differ from other Training Package qualifications as they identify the year in which those particular qualifications were endorsed).

Unit of Competency Codes

Within each Training Package, each unit of competency has a unique code. The unit of competency codes are assigned when the Training Package is endorsed, or when new units of competency are added to an existing endorsed Training Package.

A typical code is made up of 12 characters, normally a mixture of uppercase letters and numbers, as in FDFAWDMC2A. The first three characters signify the Training Package (FDF03Food Processing Industry Training Package in the above example) and up to eight characters, relating to an industry sector, function or skill area, follow. The last character is always a letter and identifies the unit of competency version. The A in the example above indicates that this is the original unit of competency. An incremented version identifier usually means that minor changes have been made. Typically this would mean that wording has changed in the range statement or evidence guide, providing clearer intent. Where changes are made that alter the outcome, a new code is assigned and the title is changed.

Training Package, Qualification and Unit of Competency Titles

There are agreed conventions for titling Training Packages and their components. Always use the correct titles, exactly as they appear in the Training Package, and with the code always placed before the title.

Training Package Titles

The title of each endorsed Training Package is unique and relates the Training Packages broad industry coverage.

Qualification Titles

The title of each endorsed Training Package qualification is unique. Qualification titles use the following sequence:

- firstly, the qualification is identified as either Certificate I, Certificate II, Certificate III, Certificate IV, Diploma or Advanced Diploma
- this is followed by the words in for Certificates I to IV and of for Diploma and Advanced Diploma
- then the industry descriptor follows, for example Telecommunications, and
- if applicable, the occupational or functional stream follows in brackets, for example (Computer Systems).

For example:

- FDF10103 Certificate I in Food Processing
- FDF10203 Certificate I in Pharmaceutical Manufacturing

Unit of Competency Titles

Each unit of competency title is unique. Unit of competency titles describe the competency outcome concisely, and are written in sentence case.

For example:

- FDFAWDMC2A Operate a deaeration, mixing and carbonation process
- FDFBISETP2A Manufacture extruded and toasted products

Overview of Training Packages in the Food Processing industry

Introduction

The food processing industry (food, beverage, tobacco and pharmaceutical) is of major significance to the Australian economy. In addition to contributing a significant trade surplus every year, the food processing industry is an important provider of employment and business opportunities, particularly in rural and regional Australia.

Recent statistics on the industry show that:

- annual turnover continues to grow each year. 1999/2000 registered just over \$51 billion, with Victoria, New South Wales and Queensland respectively accounting for the largest contributions
- employment numbers were just over 168,100 people during 1999/2000 making food processing the second largest employer in the Manufacturing sector
- the industry is highly concentrated with 171 firms (with more than 200 employees) accounting for 76% of the turnover and 69% of the employment
- the industry is a significant regional employer of workers. Around 40% of employees work in regional areas
- the industry exports three times as much processed food and beverages as it imports
- the industry is subject to stringent legislative/compliance requirements such as Food Safety, OHS legislation, environmental legislation and licensing arrangements
- the industry operates in a highly competitive, low profit margin environment, with ownership dominated by a number of multi-national corporations with powerful brands.

Recent statistics on the pharmaceutical industry indicate that:

- the pharmaceutical industry in Australia turned over \$7 billion in 2000 including human use and over the counter products
- there are around 135 separate firms listed as suppliers to the Pharmaceutical Benefits Scheme (PBS)
- this industry employs up to 14,000 people
- the global market for drugs is large and expanding.

Coverage of FDF03 Food Processing Training Package

This Training Package includes qualifications that have application to the following sectors of the food processing industry:

<ul style="list-style-type: none"> • Aerated waters • Biscuits • Cake • Coffee • Confectionery • Dairy processing • Edible oils and fats • Egg processing 	<ul style="list-style-type: none"> • Honey processing • Ice processing • Pastry • Petfood • Pharmaceutical manufacturing* • Plant baking * • Poultry • Retail baking *
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<ul style="list-style-type: none">• Flour milling• Fruit and vegetable• General foods	<ul style="list-style-type: none">• Sales *• Stockfeed milling• Tea
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* Note: Separate qualification arrangements apply to these sectors.

Qualifications within the FDF Food Processing Training Package

This Training Package is made up of a number of different qualifications as follows:

- Certificates I, II, III and IV in Food Processing and Diploma of Food Processing
- Certificates I, II and III in Food Processing (Plant Baking)
- Certificates I and III in Food Processing (Retail Baking)
- Certificates I, II and III in Food Processing (Sales)
- Certificates I, II, III, IV in Pharmaceutical Manufacturing and Diploma of Pharmaceutical Manufacturing
- Certificate IV in Food Processing (Food Safety Auditing) and
- Diploma of Food Processing (Food Safety Auditing).

Note: The Certificate IV in Food Processing and the Diploma of Food Processing apply across all food and beverage sectors.

The qualification structure provides the flexibility required to address the breadth of job design and work organisation within this industry.

Development process

This Training Package has been developed under the auspices of the National Food Industry Training Council.

The NFITC has managed a multi-level consultation process to engage industry in the development and validation of the Package.

- An industry steering committee was convened, with members representing a range of industry sectors, unions, ANTA, Victorian State Training Authority and TAFE.
- Expert panels were convened in each sector to review existing AQF 1-3 units and to identify skill and knowledge requirements at AQF 4 and 5.
- A workshop was convened with those TAFE institutes in Victoria engaged in delivery of technical training at Certificate IV and Diploma level, to test the general approach to qualifications at this level and to canvass specific unit content.
- An industry-wide, three-tier national validation process was conducted as follows:
 - draft units were published for comment on a dedicated NFITC website.
 - Consultations were held in each state and territory, involving industry, RTOs, and State Training Authority Representatives.
 - Draft documents were forwarded to Sector Reference Group members for validation.

Principles and approach to the review of units

The initial review process that supported this version of the Training Package identified a number of recommendations. While it is not appropriate to list the full set of recommendations here, some strategic issues raised through the review and subsequent consultation processes have had a significant effect on the revised qualification structure. This includes recommendations that:

- the revised units remove duplication between different levels of core units and across specialist units

- provides the option of a technical pathway to Certificate III
- provides more comprehensive recognition of cross-industry specialist units to improve flexibility of the qualification and to more accurately reflect work arrangements
- reviews treatment of cleaning and materials handling functions
- reviews and expands content of Certificate III and IV and the Diploma. In particular, consider inclusion of relevant technical competencies for Certificate IV and the Diploma
- includes numbering of elements, performance criteria and items of evidence to facilitate tracking of cross-unit assessment
- groups units by function to support easy identification of relevant units.

Summary of changes to the Training Package

The following discussion provides an overview of some of the main changes by qualification level. Information on changes to specific units and a comparison between old and new units which was in the FDF03 Training Package previous to this version, can now be found on the Agri-food Industry Skills Council web site, www.agrifoodskills.net.au. A summary mapping of changes to units in this version 3 of the FDF03 Training Package can be found on page xxvii.

Certificate I-III

Core competencies

The core units Certificate I-III have been revised to remove duplication and are now stand-alone units. This means that it is no longer necessary to complete core units from a lower level before undertaking core units at a higher level. Where a person's work role broadly aligns with Certificate II, the Certificate II core units should be selected. In some cases, a person may start at Certificate I and progress to Certificate II. In this case, they would complete the core units for Certificate I and undertake additional training to bridge the gap between Certificate I and II. They would already have covered most of the basic concepts in Certificate I. The difference at Certificate II level is that their work role and responsibilities are different. At Certificate II they would typically be expected to operate, monitor and adjust equipment. They would already have a basic understanding of OHS hazards and risks from their learning at Certificate I. They would now need to apply these concepts in a different work context. In addition to job-context differences, each subsequent qualification level introduces new content that is not covered in the earlier unit.

Reduced duplication of Specialist units

The revised Training Package addresses duplication of Specialist units by expanding the range of cross-industry Specialist units (coded Z). These Multi-sector Specialist units apply to more than one sector. As a result, some sectors no longer have any sector-specific units listed, and are now only covered by only these Multi-sector Specialist units.

Consequently the previous distinctions in qualifications by sector are no longer appropriate. The revised industry qualifications will be issued for food processing with no sector reference.

All food processing certificates issued in future will list the relevant units achieved to make up the qualification.

Coverage of Food Processing - related activities

Under the previous Training Package arrangements, employees engaged in dedicated cleaning crews and in supplying materials to production lines were ineligible to receive a Certificate in Food Processing. A number of companies and RTOs raised this as presenting a problem for industry. The revised Training Package now recognises these roles as forming part of the Specialist units/activities within the industry.

Certificate I - expanded unit choice

The main change to units at Certificate I is to introduce a broader range of units to select from. Most companies will use *FDZPRW1A Participate effectively in a workplace environment* to support broad induction training together with relevant core units.

A problem encountered in the earlier version of the Training Package was that not all operators have responsibility for equipment setup and/or adjustment. This is an expectation of a Certificate II operator. In some plants, operators monitor but do not set up or adjust equipment/processes. Some processes are single product/dedicated processes and/or operate continuously. In these cases, setup/adjustment and product changeovers are either not relevant or are much more limited.

To accommodate these work practices a new unit has been introduced at Certificate I - *FDZPRMP1A Monitor process operation*.

Another unit has been developed to cover basic on/off equipment with limited scope for adjustment, following simple procedures - *FDZPRBE1A Operate basic equipment*.

A new manual handling unit replaces the previous TDT units after feedback indicated the significance of manual handling as a source of OHS risk and the need to include a unit more aligned to manual handling tasks carried out by food processing workers. The new unit is *FDZMHHM1A Carry out manual handling tasks* and should be selected to support any task requiring manual handling.

Certificate II - operational units

The vast majority of units relating to food processing activities are operational units aligned at Certificate II. In framing these units efforts have been made to balance the expectation that the operational unit broadly covers the job requirement and at the same time, is not so broad that some operators are effectively unable to meet the requirements of the unit.

Aspects of competent performance typically expected at Certificate II include:

- equipment/material preparation and setup
- independent equipment operation
- monitoring and adjustment of equipment and process. This may involve taking samples and conducting tests
- product/process changeovers
- basic cleaning/housekeeping
- basic troubleshooting of common equipment/process faults. This requires basic knowledge of equipment operation and process stages.

A number of areas covered in operational units are also covered by dedicated units. Some examples of areas that may be included within an operational role but that may also be covered by specific units are:

- cleaning
- routine maintenance
- sampling and testing
- specific equipment component operation, such as pumps.

Separate units cover these areas in greater detail. In some cases, the specific units go further than a workplace might require of every operator. For example, it may be acceptable as part of an operational competence that the operator carries out cleaning procedures but it may not be a requirement that they understand the different functions of detergents and sanitizers etc. Where this is the case, the operational unit should be selected. Where the operator is required to understand the cleaning process in greater detail, the relevant cleaning unit should also be selected.

Certificate III - pathways for technical experts

Certificate III can be accessed by employees with responsibility for others in the work area and by technical experts. The core units at this level state that that an employee may not have direct responsibility for others but is expected to provide a role model for others in the work area.

To further support the role of technical experts, a higher level troubleshooting unit has been developed - *FDFZPRIPK3A Apply raw materials/ingredient and process knowledge*.

Certificate IV and Diploma

The Certificates IV and Diploma of Food Processing and in Pharmaceutical Manufacturing specifically target an employee who is entering a production management role from an industry (not academic) pathway.

Qualifications at these levels are designed to allow a food processing or pharmaceutical manufacturing manager to combine units from a broad range of disciplines according to the work role. This could include competencies in generic leadership and management, food/production technology, competitive manufacturing, laboratory, transport and distribution, maintenance and other related areas.

The Certificates IV and Diploma of Food Processing and Pharmaceutical Manufacturing can be used to provide formal recognition for this combination of competencies as well as providing a bridge to higher level qualifications in a related specialist field.

Where a production person needs to specialise in a particular field, they should enter the qualification appropriate to that field.

It should be noted that where a person is responsible for supervision or management of others, they should select the OHS unit *FDFPMOHS4A Manage the implementation of occupational health and safety policies and procedures in the workplace*.

To assist RTOs and workplaces to locate the units relevant to their needs, units have been coded to reflect broad skill headings. Refer to information about coding prefixes on page 13. Food Processing units at IV and Diploma level are collectively listed under these headings in the table on page xxii.

<ul style="list-style-type: none"> • Food Safety Auditing • Information Management • Planning 	<ul style="list-style-type: none"> • People Management/ Workplace Relationships • Process Improvement • Technical
--	--

In industry, the Certificate IV and Diploma would typically cover middle management functions. This encompasses production personnel with an emphasis on technical skills, as well as those in people management roles.

Although some units have been aligned at Certificate IV and some at Diploma level, the difference between these levels when applied in the workplace is found in both unit complexity and also in the extent or breadth of responsibility. Industry expressed a clear preference for a qualification arrangement that would allow them to select from across the combined range of Certificate IV and Diploma units to accommodate differences in job design of middle management roles across industry. To retain this flexibility a number of units have been listed at both levels.

Although units at Certificate IV and Diploma level still need to be customised for workplace application, there is greater emphasis placed on developing a generic industry knowledge base that may be broader than is directly relevant to a given workplace. A number of the units specify minimum knowledge content to be covered, with the remainder based on workplace

requirements.

Small Business

A number of changes have been made to specifically accommodate the needs of small business:

- Selected small business units from the Business Services and the Retail Sales Training Packages have been imported into the specialist set of units.
- The previous Certificate III unit Operate a system (by sector) has been split to distinguish between operation of a packaging system and a production system. This reflects the common practice in small business where operators are required to operate both systems.
- The creation of a new qualification to recognise a combined food processing and retail sales function.

Certificates in Food Processing/Sales

New qualifications have been designed to suit small to medium sized food manufacturers who are involved in direct product sales. These qualifications allow personnel who require skills in both food processing and sales to have this blend of skills formally recognised. This combination of competencies is of particular importance to a growing number of regional areas where boutique food processing establishments are emerging to service the growing tourist trade. These establishments could occur in any sector of the food processing industry but are typically found in the dairy/cheese, honey, baking, olive oil, poultry and confectionery sectors.

Pharmaceutical Manufacturing

Two new qualifications have been designed to cover the range of skills required by middle line managers within the Pharmaceutical Sector. Additional units were created to cover the skills required by workers in the non-prescription/complimentary side of the industry and GMP units were amended to reflect current industry practice and TGA requirements.

Certificate IV and Diploma of Food Processing (Food Safety Auditing)

Two new qualifications have been designed to support customisation of FDF qualifications to cover the competency requirements for recognition as a food safety auditor. Refer to the Agri-food Industry Skills website for information about recognition requirements for food safety auditors under the National Food Safety Auditor Certification Scheme, www.agrifoodskills.net.au .

Qualifications Framework

The Australian Qualifications Framework

What is the Australian Qualifications Framework?

A brief overview of the Australian Qualifications Framework (AQF) follows. For a full explanation of the AQF see the *AQF Implementation Handbook, 3rd Edition 2002*. You can download it from the Australian Qualifications Advisory Board (AQFAB) website (www.aqf.edu.au) or obtain a hard copy by contacting AQFAB on phone 03 9639 1606 or by emailing AQFAB on aqfab@curriculum.edu.au

The AQF provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia. In the vocational education and training (VET) sector it assists national consistency for all trainees, learners, employers and providers by enabling national recognition of qualifications and Statements of Attainment.

Training Package qualifications in the VET sector must comply with the titles and guidelines of the AQF. Endorsed Training Packages provide a unique title for each AQF qualification which must always be reproduced accurately.

Qualifications

Training Packages can incorporate the following eight AQF qualifications.

- Certificate I in ...
- Certificate II in ...
- Certificate III in ...
- Certificate IV in ...
- Diploma of ...
- Advanced Diploma of ...
- Vocational Graduate Certificate of ...
- Vocational Graduate Diploma of ...

On completion of the requirements defined in the Training Package, a Registered Training Organisation (RTO) may issue a nationally recognised AQF qualification. Issuance of AQF qualifications must comply with the advice provided in the *AQF Implementation Handbook* and the Australian Quality Training Framework *Standards for Registered Training Organisations*, particularly Standard 10.

Statement of Attainment

Where an AQF qualification is partially achieved through the achievement of one or more endorsed units of competency, an RTO may issue a Statement of Attainment. Issuance of Statements of Attainment must comply with the advice provided in the *AQF Implementation Handbook* and the Australian Quality Training Framework *Standards for Registered Training Organisations*, particularly Standard 10.

Under the *Standards for Registered Training Organisations*, RTOs must recognise the achievement of competencies as recorded on a qualification or Statement of Attainment issued by other RTOs. Given this, recognised competencies can progressively build towards a full AQF qualification.

AQF Guidelines and Learning Outcomes

The *AQF Implementation Handbook* provides a comprehensive guideline for each AQF qualification. A summary of the learning outcome characteristics and their distinguishing features for each VET related AQF qualification is provided below.

Certificate I

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and skills would prepare a person to perform a defined range of activities most of which may be routine and predictable.

Applications may include a variety of employment related skills including preparatory access and participation skills, broad-based induction skills and/or specific workplace skills. They may also include participation in a team or work group.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate knowledge by recall in a narrow range of areas;
- demonstrate basic practical skills, such as the use of relevant tools;
- perform a sequence of routine tasks given clear direction
- receive and pass on messages/information.

Certificate II

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and skills would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of operations to be applied.

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others as part of a group or team.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate basic operational knowledge in a moderate range of areas;
- apply a defined range of skills;
- apply known solutions to a limited range of predictable problems;
- perform a range of tasks where choice between a limited range of options is required;
- assess and record information from varied sources;
- take limited responsibility for own outputs in work and learning.

Certificate III

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and competencies would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specified problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measures

and within known time constraints.

Applications may involve some responsibility for others. Participation in teams including group or team co-ordination may be involved.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate some relevant theoretical knowledge
- apply a range of well-developed skills
- apply known solutions to a variety of predictable problems
- perform processes that require a range of well-developed skills where some discretion and judgement is required
- interpret available information, using discretion and judgement
- take responsibility for own outputs in work and learning
- take limited responsibility for the output of others.

Certificate IV

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.

Performance of a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the application and planning of the skills. Applications involve responsibility for, and limited organisation of, others.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate understanding of a broad knowledge base incorporating some theoretical concepts
- apply solutions to a defined range of unpredictable problems
- identify and apply skill and knowledge areas to a wide variety of contexts, with depth in some areas
- identify, analyse and evaluate information from a variety of sources
- take responsibility for own outputs in relation to specified quality standards
- take limited responsibility for the quantity and quality of the output of others.

Diploma

Characteristics of Learning Outcomes

Breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and co-ordination.

The self directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.

Applications involve participation in development of strategic initiatives as well as personal

responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team co-ordination may be involved.

The degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications granted at this level.

Distinguishing Features of Learning Outcomes

Do the competencies or learning outcomes enable an individual with this qualification to:

- demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas
- analyse and plan approaches to technical problems or management requirements
- transfer and apply theoretical concepts and/or technical or creative skills to a range of situations
- evaluate information, using it to forecast for planning or research purposes
- take responsibility for own outputs in relation to broad quantity and quality parameters
- take some responsibility for the achievement of group outcomes.

Advanced Diploma

Characteristics of Learning Outcomes

Breadth, depth and complexity involving analysis, design, planning, execution and evaluation across a range of technical and/or management functions including development of new criteria or applications or knowledge or procedures.

The application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts in relation to either varied or highly specific functions. Contribution to the development of a broad plan, budget or strategy is involved and accountability and responsibility for self and others in achieving the outcomes is involved.

Applications involve significant judgement in planning, design, technical or leadership/guidance functions related to products, services, operations or procedures.

The degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications granted at this level.

Distinguishing Features of Learning Outcomes

Do the competencies or learning outcomes enable an individual with this qualification to:

- demonstrate understanding of specialised knowledge with depth in some areas
- analyse, diagnose, design and execute judgements across a broad range of technical or management functions
- generate ideas through the analysis of information and concepts at an abstract level
- demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills
- demonstrate accountability for personal outputs within broad parameters
- demonstrate accountability for personal and group outcomes within broad parameters.

Vocational Graduate Certificate

Characteristics of competencies or learning outcomes

- The self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.

- Substantial breadth and complexity involving the initiation, analysis, design, planning, execution and evaluation of technical and management functions in highly varied and highly specialised contexts.
- Applications involve making significant, high-level, independent judgements in major broad or planning, design, operational, technical and management functions in highly varied and specialised contexts. They may include responsibility and broad ranging accountability for the structure, management and output of the work or functions of others.
- The degree of emphasis on breadth, as opposed to depth, of knowledge and skills may vary between qualifications granted at this level.

Distinguishing features of learning outcomes

- Demonstrate the self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Initiate, analyse, design, plan, execute and evaluate major broad or technical and management functions in highly varied and highly specialised contexts.
- Generate and evaluate ideas through the analysis of information and concepts at an abstract level.
- Demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills in complex contexts.
- Demonstrate responsibility and broad-ranging accountability for the structure, management and output of the work or functions of others.

Vocational Graduate Diploma

Characteristics of competencies or learning outcomes

- The self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Substantial breadth, depth and complexity involving the initiation, analysis, design, planning, execution and evaluation of major functions, both broad and highly specialised, in highly varied and highly specialised contexts.
- Further specialisation within a systematic and coherent body of knowledge.
- Applications involve making high-level, fully independent, complex judgements in broad planning, design, operational, technical and management functions in highly varied and highly specialised contexts. They may include full responsibility and accountability for all aspects of work and functions of others, including planning, budgeting and strategy development.
- The degree of emphasis on breadth, as opposed to depth, of knowledge and skills may vary between qualifications granted at this level.

Distinguishing features of learning outcomes

- Demonstrate the self-directed development and achievement of broad and highly specialised areas of knowledge and skills, building on prior knowledge and skills.
- Initiate, analyse, design, plan, execute and evaluate major functions, both broad and within highly varied and highly specialised contexts.
- Generate and evaluate complex ideas through the analysis of information and concepts at an abstract level.
- Demonstrate an expert command of wide-ranging, highly specialised, technical, creative or conceptual skills in complex and highly specialised or varied contexts.
- Demonstrate full responsibility and accountability for personal outputs.
- Demonstrate full responsibility and accountability for all aspects of the work or functions of others, including planning, budgeting and strategy.

Qualification pathways - Food Processing

FDF03 Food Processing Training Package is the framework for VET for those engaged in the food processing and pharmaceutical manufacturing industries. The Training Package supports a wide range of learning pathways. These include institution-based programs, workplace and school-based training, as well as other flexible combinations of workplace and off-the-job training and assessment.

Qualifications within FDF03 Food Processing Training Package can be achieved through a variety of pathways including new apprenticeships (traineeships). The training pathways for qualifications contained within FDF03 Food Processing Training Package are illustrated below. For further advice about pathways and qualifications contact the Agri-food Industry Skills Council on telephone 02 6163 7200 or email reception@agrifoodskills.net.au.

Pathways

An employee/person may enter directly into a qualification at AQF levels 1, 2, 3, 4 or 5.

Credit for units completed in a lower level qualification can be counted towards a higher level qualification within the given packaging rules.

Australian apprenticeship arrangements

All qualifications within the Package are open to Australian apprenticeship pathways. Australian apprenticeship arrangements already exist for all qualifications within this Training Package with the exception of the Certificates in Food Processing (Sales). Discussions with the relevant industrial parties will need to occur. However, it is expected that Australian apprenticeship arrangements will be established for this new area.

VET in schools delivery

The Certificates in Food Processing and related qualifications have the potential to be used as a VET in schools program. This is conditional on local parties collaborating to agree on delivery, assessment and infrastructure arrangements. Models for these arrangements are established in the food processing industry. For information contact the Agri-food Industry Skills Council on telephone 02 6163 7200 or email reception@agrifoodskills.net.au.

Structure of the Food Processing Industry Qualifications

The structure of these qualifications is outlined below.

Types of units

Different types of units make up these qualifications. They are Core, Specialist and Optional units. Additional units may be imported for other Training Packages as required.

Core units

Core units are prescribed for all qualifications within this Training Package. These units cover skills and knowledge integral to work in the food processing industry. Employees must have attained competence in the relevant core units before, or concurrent with, achieving competence in any specialist or optional unit/s. Core units are a compulsory component of each food processing qualification. Note that the core units are stand-alone units. This means that the appropriate Core units can be selected to align to the level of work performed.

The pharmaceutical manufacturing qualifications share some common units with the food processing Core but also include Core units in Good Manufacturing Practice. These GMP

units have been specifically designed for use within the pharmaceutical industry.

Specialist units

These are units of competency that are directly associated with the main job-based activities performed in the workplace.

Specialist units are defined for Certificate I-III and are process-based. A guiding principle in the review of this Training Package has been to remove unit duplication. This has resulted in a significant reduction of sector-specific units and a corresponding increase in cross-sector specialist or multi-sector Specialist units.

To support ready identification of units by function, multi-sector Specialist units have been categorised in the following way:

- FDFZCS Cleaning and sanitation units
- FDFZMH Materials handling units
- FDFZPM Preparation and mixing units
- FDFZPR Production/processing units
- FDFZPK Packaging units

Specialist units include those developed specifically for the food processing industry and relevant units that have been imported from other Training Packages. Imported units retain their own codes such as:

<ul style="list-style-type: none">• TDT Warehousing• WRR Retail• PRM Specialist cleaning• THH Tourism/Hospitality• SUG Sugar Milling	<ul style="list-style-type: none">• PMB/PMA Process Manufacturing• RUA Rural• PSP Public Service• PML Laboratory• BSB/BSZ Business Services
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For ease of locating, Certificate IV and Diploma level specialist units have been broken down into two main categories:

- Food processing
- Pharmaceutical.

Food processing Certificate IV and Diploma level Specialist units have been grouped by general activity:

- FDFPL - Planning
- FDFIM - Information management
- FDFPM - People management/Workplace relationships
- FDFPI - Process improvement
- FDFTEC - Technical
- FDFFS - Food Safety Auditing.

No additional Core or Optional units are aligned at Certificate IV and Diploma levels for Food processing. Units at these qualifications levels are simply referred to as Specialist units.

Optional units

These units may be used as appropriate to meet work requirements. They cover areas such as training and assessment, environmental practices/procedures, teamwork, pest prevention, maintenance, and sampling and testing. Some imported units are listed as optional units.

Additional units

The units listed in this Training Package are designed to meet typical food processing industry

work requirements. If these units cannot meet any specific enterprise requirements, then units from any other registered Training Packages may be imported.

Note that imported units from other Training Packages should not duplicate the content of units already included. For the purposes of the qualification packaging arrangements, additional imported units should be treated as optional units.

Typically these units align at the same AQF level as their alignment in the source Training Package

There is a limit to the number of additional units that can be counted towards a qualification at Certificate IV and Diploma levels. Refer to the Packaging rules for qualifications on Page 23.

Duplication between units

FDF qualifications cover diverse industry sectors and units have been developed over time, often in parallel with other related training packages. An underpinning principle of qualification packaging rules is to avoid selecting units which duplicate content. The following guidance is provided to assist RTOs when structuring qualifications.

Selection of GMP units. GMP units are specifically designed for application in pharmaceutical manufacturing environments where food-related qualify and food safety requirements are inappropriate. As some companies have indicated a commitment to GMP, it should be noted that there is a direct duplication between GMP, and quality assurance and food safety units. It is therefore not appropriate to adopt the pharmaceutical sector GMP units in addition to these two food processing core units.

Some units such as FDFZPRPR2A Operate a production process and FDFZPKPP2A Operate a packaging process are generic units that can be used where no process-specific unit exists. These units cannot be used in addition to an existing process-specific unit if this results in double-counting of units to cover the same competency.

The small business units (aligned at Certificate III) cover similar areas as FDF and BSB units aligned at Certificate IV and Diploma levels. The small business units are specifically designed to address this target audience. The guiding principle is that no more than one unit can be used to cover the same area of competence. Where more than one unit could apply, the unit content needs to be considered to determine unit selection.

In some cases generic management units at Certificate IV and Diploma level have been revised to reflect application in a food processing context. When importing units, particularly at Certificate IV and Diploma levels, the imported unit should not duplicate the content of an existing unit.

The table below summarises duplicate units within the Pharmaceutical Manufacturing qualifications at AQF IV and V.

Unit	Duplicating unit
MEM15.1AA Perform basic statistical quality control	FDFOPTSPC2A Apply principles of statistical process control
MCMT261A Use SCADA systems in manufacturing	FDFZPRCI2A Operate a process control interface

The addition of specific units for conducting food safety audits should be noted. FDFIMMIA4A Manage internal audits should only be selected to support audits related to quality, health and safety and environmental management. Where the internal audit relates to food safety, select either FDFFSACA Assess compliance with food safety programs or FDFFSFSA Conduct food safety audits, according to the level of auditing competence required.

Coding of units of competency

Each Training Package is assigned a unique five character code. For this version of the revised Food Processing Training Package, it is FDF03. Each unit of competency is also assigned a code of up to 12 characters, consisting of capital letters and numbers.

The first three letters of the code are taken from the Training Package code FDF. The next 2-3 letters indicate the type of unit and/or industry sector:

- COR indicates that the unit is a core competency standard.
- Z indicates that the unit applies across industry sectors (refer to earlier Z unit code descriptors).
- OPT indicates that the unit is part of the optional set of units.
- PH indicates that the unit applies to the Pharmaceutical sector.

The last 2-3 letters represent the title of the unit. The first number indicates the AQF level where the unit typically aligns. The final letter indicates the unit version.

Units listed at more than one AQF Level

Some units are listed at more than one AQF level. Listing units at more than one AQF level reflects common industry application.

At the Certificate IV and Diploma levels, the industry had great difficulty in assigning units a discrete AQF level. Some units were clearly of such complexity, breadth and depth that they could easily be aligned to AQF 5. However, some units could apply at either level depending on the company size and/or work practices employed and these have been listed at both levels.

A number of units have been included from other Training Packages to address typical competency requirements in the food processing industry. Typically these units align at the same AQF level as their alignment in the source Training Package. In some cases, however, industry application required realignment of these units to reflect industry practice.

Qualification pathways - Wine Industry

An employee/person may enter directly into a Certificate I, II or III in Food Processing (Wine). Credit for units completed in a lower level qualification can be transferred and counted towards a higher level qualification. Refer to the diagram below.

New Apprenticeship Arrangements

All qualifications within the Package are open to New Apprenticeship pathways.

VET in Schools Delivery

The Certificates in Food Processing (Wine) have the potential to be used as a VET in Schools program. This is conditional on local parties collaborating to agree on delivery, assessment and infrastructure arrangements. Models for these arrangements are established in the food processing industry. For information contact the National Food Industry Training Council.

Components of the Wine Industry Qualifications

Different types of Units of Competency make up these qualifications. The Units of Competency have been classified into Core, Specialist and Optional groups. This structure takes into account the acquisition and application of industry-wide, sector and enterprise knowledge and skills.

Core Units

These are units that are compulsory in qualifications for all sectors of the food processing industry. They cover communication, food safety, numeracy, occupational health and safety and quality assurance.

Perform Effectively in the Workplace is a unit that is compulsory for Wine Industry qualifications. It covers a basic employee induction into the wine production workplace.

Specialist Units

Specialist units are competency standards that are directly associated with:

- bottling and packaging
- cellar door sales
- cellar operations
- laboratory operations
- warehouse and distribution
- wine grape growing.

They can be selected in any combination within the packaging requirements for a given qualification.

Where there are relevant competency standards in other industry Training Packages, these have been included in the Wine Sector Training Package. In some cases the Unit of Competency has been inserted in its original (source) format to facilitate future upgrades when other Training Packages are reviewed.

Optional Units

Optional units are competency standards from other industry Training Packages that support the Wine Industry Specialist units. They have been allocated a pool and points for use within this Training Package.

Pools

Units of Competency have been aligned to the AQF and then grouped into Pools 1, 2 or 3. (Pool 1 closely equates to AQF level 1, Pool 2 to AQF level 2 and Pool 3 to AQF level 3.) The allocation of units to Pools reflects the differences in the nature and complexity of skills and knowledge used within the industry. Some units have therefore been listed in more than one pool to reflect workplace practices where particular competencies apply to more than one occupation or classification level.

Points

Each Unit of Competency has been allocated a value of 2, 4, or 6 points. Points have been allocated based on three factors:

- the amount of training required
- the amount of underpinning knowledge and experience required to achieve competency
- the complexity of skill required. For example does it involve simply following procedures or more complex tasks such as prioritising and problem solving.

For a full list of the unit pools and points that have been allocated refer to the Index of Units.

The Core Units of Competency do not have points allocated to individual units because they are a compulsory component of each qualification. Instead, a pre-determined value has been allocated (12 points at each qualification level) on the successful completion of the Core units.

Packaging of Wine Industry Qualifications

Principles for Packaging Units of Competency

The NFITC has established the following principles for packaging Units of Competency into qualifications in the food processing industry:

- packaging supports existing classifications within industrial agreements
- packaging facilitates industrial parties to develop and implement future industrial agreements
- packaging provides maximum flexibility/choice in job design in the workplace
- packaging maintains the integrity of the food processing industry's national certificate and diploma qualifications.

Consistent with these principles, the wine sector Units of Competency have been aligned to the AQF and then grouped into Pools 1, 2 or 3. Some units have been listed in more than one pool to reflect workplace practices. Each unit has also been allocated a point value.

The Units of Competency are packaged to a qualification level according to the needs of the industry and in the context of industrial arrangements and agreements. The main criterion has been to match groups of units to the AQF descriptors, work levels, career paths and typical competency profiles within each work level.

Entry to Qualifications

Each AQF level has a qualification in its own right. A person may enter directly into any level. Each level addresses the occupational requirements within the context of the AQF descriptors described in the section outlining the Australian Qualification Framework system.

Prerequisites

Prerequisites to some Units of Competency are specified where there are essential skills required to perform the tasks in the unit, that are not dealt with within the unit. In these cases, the Unit that covers the required essential skills is identified as a prerequisite.

Where a prerequisite is specified then the requirements must be met prior to assessment in the unit which is being undertaken. Prerequisites can be achieved by recognition of current competency or through a learning program to bridge any gaps in competency.

Prerequisite unit points are credited towards the qualification level and must be undertaken within the packaging requirements of the particular certificate.

Skill Sets

Definition

Skill sets are defined as single units of competency, or combinations of units of competency from an endorsed Training Package, which link to a licence or regulatory requirement, or defined industry need.

Wording on Statements of Attainment

Skill sets are a way of publicly identifying logical groupings of units of competency which meet an identified need or industry outcome. Skill sets are not qualifications.

Where skill sets are identified in a Training Package, the Statement of Attainment can set out the competencies a person has achieved in a way that is consistent and clear for employers and others. This is done by including the wording 'these competencies meet [the relevant skill set title or industry need is included]' on the Statement of Attainment. This wording applies

only to skill sets that are formally identified as such in the endorsed Training Package.

All Statements of Attainment must include the wording 'A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from a nationally recognised qualification'. The following may also be used 'these competencies form part of the [the relevant qualification(s) code and title are inserted]'.

This section below provides information on skill sets within this Training Package, with the following important disclaimer: **Readers should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.**

Skill Sets in this Training Package

Skill sets in this Training Package

Where this section is blank, nationally recognised skill sets have yet to be identified in this industry.

Qualifications

Details of qualification packaging

The following advice is provided in addition to the packaging rules for food processing industry qualifications:

- packaging rules assume that a person has no prior experience
- prerequisite units have been kept to a minimum. Where specified, they are an integral component of each qualification and must be achieved prior to commencing the competency standard.
- an employee/person may enter directly into a qualification at AQF levels 1, 2, 3, 4 or 5
- credit for units completed in a lower level qualification can be counted towards a higher level qualification within given packaging rules
- units from a higher or lower level may be included in a qualification within the packaging rules to accommodate differences in job design between workplaces
- in the pharmaceutical Certificate IV and Diploma, Specialist units refer to both pharmaceutical manufacturing sector and multi-sector Specialist units
- advice is provided on overlapping units. This is designed to ensure that units covering the same content are not counted more than once towards the achievement of a qualification.
- the following units are counted as one unit for the purposes of counting units towards qualifications within this Training Package:
 - TAAASS401A Plan and organise assessment
 - TAAASS402A Assess competence
 - TAAASS404A Participate in assessment validation
- where work practices require imported units in addition to those listed in this Training Package, no more than four of these additional imported units can be included within a qualification at Certificate IV or Diploma levels.

FDF10103 Certificate I in Food Processing

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
1	<p><u>Total of 4 Core Units</u></p> <p>FDFCORWCM1A Communicate workplace information</p> <p>FDFCORHS1A Follow work procedures to maintain health and safety</p> <p>FDFCORFSY1A Follow work procedures to maintain food safety</p> <p>FDFCORQAS1A Follow work procedures to maintain quality</p>	<p><u>Total of 4 Specialist/Optional Units</u></p> <p>4 Units made up of:</p> <ul style="list-style-type: none"> • At least 2 and up to 4 units from the AQF 1 specialist set. • A maximum of 2 units from the AQF 1 optional set. • A maximum of 1 unit from the AQF 2 specialist or optional sets. 	8

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate I in Food Processing:

- 8 Units

- 4 Core Units

Core: Level 1 (refer to the unit list at the end of this section)

- and 4 Specialist and Optional Units

- between 2 and 4 Units from the AQF 1 Specialist sets

Specialist: Cleaning and sanitation Level 1 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 1 (refer to the unit list at the end of this section)

Specialist: Packaging Level 1 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 1 (refer to the unit list at the end of this section)

Specialist: Production Level 1 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 1 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 1 (refer to the unit list at the end of this section)

- and/or Maximum of 2 Units from the AQF 1 Optional sets

Optional: Level 1 (refer to the unit list at the end of this section)

- and/or Maximum of 1 Unit from the AQF 2 Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- and/or Maximum of 1 Unit from the AQF 2 Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

CORE UNITS

Core: Level 1

Code	Title
FDFCORFSY1A	Follow work procedures to maintain food safety
FDFCORHS1A	Follow work procedures to maintain health and safety
FDFCORQAS1A	Follow work procedures to maintain quality
FDFCORWCM1A	Communicate workplace information

ELECTIVE UNITS

Optional: Level 1

Code	Title
FDFOPTENV1A	Follow work procedures to maintain environmental standards
FDFOPTMR1A	Measure and record workplace information
TDTA1497B	Use product knowledge to complete work operations
TDTD297B	Shift a load using manually-operated equipment

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 1

Code	Title
FDFZCSAW1A	Operate automated washing equipment

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFEOBP2B	Operate a bleaching process
FDFEOCP2A	Operate a complecting process
FDFEODP2B	Operate a deodorising process
FDFEOfL2A	Operate a flake preparation process
FDFEOfP2B	Operate a fractionation process
FDFEOfHP2B	Operate a hydrogenation process
FDFEOfIN2B	Operate an interesterification (IE) process
FDFEOfNP2B	Operate a neutralisation process
FDFEOfSSP2A	Operate a soap splitting process
FDFEOfWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMSSG2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Materials handling Level 1

Code	Title
FDFZMHMH1A	Carry out manual handling tasks

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 1

Code	Title
FDFZPKPM1A	Pack product manually

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Plant Baking Bread Level 1

Code	Title
FDFPBW1A	Participate effectively in a workplace environment (plant baking)

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receipt and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Preparation and mixing Level 1

Code	Title
FDFZPMBM1A	Prepare basic mixes
FDFZPMIS1A	Inspect and sort materials and product

Specialist: Preparation and mixing Level 2

Code	Title
FDZPMDNB2A	Dispense non-bulk ingredients
FDZPMMB2A	Operate a mixing/blending process

Specialist: Production Level 1

Code	Title
FDZPRBE1A	Operate basic equipment
FDZPRMP1A	Monitor process operation
FDZPRW1A	Participate effectively in a workplace environment

Specialist: Production Level 2

Code	Title
FDZPRBP2A	Operate a baking process
FDZPRCI2A	Operate a process control interface
FDZPRCP2A	Operate a coating application process
FDZPRCR2A	Work in a clean room environment
FDZPRDTP2A	Operate a depositing process
FDZPREP2A	Operate an evaporation process
FDZPRER2A	Operate an enrobing process
FDZPREX2A	Operate an extrusion process
FDZPRFP2A	Operate a filtration process
FDZPRFY2A	Operate a frying process
FDZPRHT2A	Operate a heat treatment process
FDZPRMBC2A	Operate a mixing/blending and cooking process
FDZPROD2A	Operate a drying process
FDZPROH2A	Operate an homogenising process
FDZPROR2A	Operate a retort process
FDZPRPP2A	Operate pumping equipment
FDZPRPR2A	Operate a production process
FDZPRRM2A	Pre-process raw materials
FDZPRRN2A	Operate a reduction process
FDZPRSEP2A	Operate a separation process
FDZPRSPS2A	Operate a spreads production process
FDZPRTC2A	Operate a chocolate tempering process
FDZPRWD2A	Operate a washing and drying process
FDZPRWP2A	Operate a water purification process

Specialist: Retail Baking Level 1

Code	Title
FDZRBFP1B	Finish products

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail/Small business Level 1

Code	Title
WRRCA1B	Operate retail equipment
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers
WRR11B	Perform stock control procedures
WRRS1B	Sell products and services

Specialist: Retail/Small business Level 2

Code	Title
BSBCM310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRR15A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

FDF10203 Certificate I in Pharmaceutical Manufacturing

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
1	<p><u>Total of 3 Core Units</u></p> <p>FDFCORWCM1A Communicate workplace information</p> <p>FDFCORHS1A Follow work procedures to maintain health and safety</p> <p>FDFPHGMP1A Follow work procedures to maintain Good Manufacturing Practice</p>	<p><u>Total of 4 Specialist/Optional Units</u></p> <p>4 Units made up of:</p> <ul style="list-style-type: none"> • At least 2 and up to 4 units from the AQF 1 specialist set. • A maximum of 2 units from the AQF 1 optional set. • A maximum of 1 unit from the AQF 2 specialist or optional sets. 	7

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate I in Pharmaceutical Manufacturing:

- 7 Units

- 3 Core Units

Core (refer to the unit list at the end of this section)

- and 4 Specialist/Optional Units

- between 2 and 4 Units from AQF 1 Specialist sets

Specialist: Cleaning and sanitation Level 1 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 1 (refer to the unit list at the end of this section)

Specialist: Packaging Level 1 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 1 (refer to the unit list at the end of this section)

Specialist: Production Level 1 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 1 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 1 (refer to the unit list at the end of this section)

- and/or Maximum of 2 Units from AQF 1 Optional sets

Optional: Level 1 (refer to the unit list at the end of this section)

- and/or Maximum of 1 Unit from the AQF 2 Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- and/or Maximum of 1 Unit from the AQF 2 Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

CORE UNITS

Core

Code	Title
FDFCORHS1A	Follow work procedures to maintain health and safety
FDFCORWCM1A	Communicate workplace information
FDFPHGMP1A	Follow work procedures to maintain Good Manufacturing Practice

ELECTIVE UNITS

Optional: Level 1

Code	Title
FDFOPTENV1A	Follow work procedures to maintain environmental standards
FDFOPTMR1A	Measure and record workplace information
TDTA1497B	Use product knowledge to complete work operations
TDTD297B	Shift a load using manually-operated equipment

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 1

Code	Title
FDFZCSAW1A	Operate automated washing equipment

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFEOBP2B	Operate a bleaching process
FDFEOCP2A	Operate a complecting process
FDFEODP2B	Operate a deodorising process
FDFEOfL2A	Operate a flake preparation process
FDFEOfP2B	Operate a fractionation process
FDFEOfP2B	Operate a hydrogenation process
FDFEOfN2B	Operate an interesterification (IE) process
FDFEONP2B	Operate a neutralisation process
FDFEOSSP2A	Operate a soap splitting process
FDFEOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMSSG2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Materials handling Level 1

Code	Title
FDFZMHMH1A	Carry out manual handling tasks

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 1

Code	Title
FDFZPKPM1A	Pack product manually

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Plant Baking Bread Level 1

Code	Title
FDFPBW1A	Participate effectively in a workplace environment (plant baking)

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receival and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Preparation and mixing Level 1

Code	Title
FDFZPMBM1A	Prepare basic mixes
FDFZPMIS1A	Inspect and sort materials and product

Specialist: Preparation and mixing Level 2

Code	Title
FDZPMDNB2A	Dispense non-bulk ingredients
FDZPMMB2A	Operate a mixing/blending process

Specialist: Production Level 1

Code	Title
FDZPRBE1A	Operate basic equipment
FDZPRMP1A	Monitor process operation
FDZPRW1A	Participate effectively in a workplace environment

Specialist: Production Level 2

Code	Title
FDZPRBP2A	Operate a baking process
FDZPRCI2A	Operate a process control interface
FDZPRCP2A	Operate a coating application process
FDZPRCR2A	Work in a clean room environment
FDZPRDTP2A	Operate a depositing process
FDZPREP2A	Operate an evaporation process
FDZPRER2A	Operate an enrobing process
FDZPREX2A	Operate an extrusion process
FDZPRFP2A	Operate a filtration process
FDZPRFY2A	Operate a frying process
FDZPRHT2A	Operate a heat treatment process
FDZPRMBC2A	Operate a mixing/blending and cooking process
FDZPROD2A	Operate a drying process
FDZPROH2A	Operate an homogenising process
FDZPROR2A	Operate a retort process
FDZPRPP2A	Operate pumping equipment
FDZPRPR2A	Operate a production process
FDZPRRM2A	Pre-process raw materials
FDZPRRN2A	Operate a reduction process
FDZPRSEP2A	Operate a separation process
FDZPRSPS2A	Operate a spreads production process
FDZPRTC2A	Operate a chocolate tempering process
FDZPRWD2A	Operate a washing and drying process
FDZPRWP2A	Operate a water purification process

Specialist: Retail Baking Level 1

Code	Title
FDZRBFP1B	Finish products

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail/Small business Level 1

Code	Title
WRRCA1B	Operate retail equipment
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers
WRR11B	Perform stock control procedures
WRRS1B	Sell products and services

Specialist: Retail/Small business Level 2

Code	Title
BSBCM310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRR15A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

FDF10303 Certificate I in Food Processing (Plant Baking)

The Certificates I, II and III in Food Processing (Plant Baking) are included in this Training Package.

There are two streams, one for Production Workers and one for Packaging Workers.

There is no Certificate II outcome for Plant Baking Production Workers, however, statements of attainment can be issued.

Table 7: Packaging Rules - Certificates I and III in Food Processing (Plant Baking) for Production Workers

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
1	<p><u>Total of 4 Core Units</u></p> <p>FDFCORWCM1A Communicate workplace information</p> <p>FDFCORHS1A Follow work procedures to maintain health and safety</p> <p>FDFCORFSY1A Follow work procedures to maintain food safety</p> <p>FDFCORQAS1A Follow work procedures to maintain quality</p>	<p><u>Total of 4 Specialist/Optional Units</u></p> <p>4 Units made up of:</p> <ul style="list-style-type: none"> • 1 unit from the AQF 1 Plant Baking specialist set. • At least 1 and up to 3 units from the AQF 1 specialist set. • A maximum of 2 units from the AQF 1 optional set. • A maximum of 1 unit from the AQF 2 specialist or optional sets. 	8

Note: - Certificate 1 is the same for production and packaging workers in Plant Baking.

Table 8: Packaging Rules - Certificates I-III in Food Processing (Plant Baking) for Packing Room Employees

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
1	<p><u>Total of 4 Core Units</u></p> <p>FDFCORWCM1A Communicate workplace information</p> <p>FDFCORHS1A Follow work procedures to maintain health and safety</p> <p>FDFCORFSY1A Follow work procedures to maintain food safety</p> <p>FDFCORQAS1A Follow work procedures to maintain quality</p>	<p><u>Total of 4 Specialist/Optional Units</u></p> <p>4 Units made up of:</p> <ul style="list-style-type: none"> • 1 unit from the AQF 1 Plant Baking specialist set. • At least 1 and up to 3 units from the AQF 1 specialist set. • A maximum of 2 units from the AQF 1 optional set. • A maximum of 1 unit from the AQF 2 specialist or optional sets. 	8

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate I in Food Processing (Plant Baking):

- 8 Units

- 4 Core Units

Core: Level 1 (refer to the unit list at the end of this section)

- and 4 Specialist/Optional Units

- 1 Unit from the AQF 1 Plant Baking Specialist sets

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

- and Maximum of 3 Units from the AQF 1 Specialist set

Specialist: Cleaning and sanitation Level 1 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 1 (refer to the unit list at the end of this section)

Specialist: Packaging Level 1 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 1 (refer to the unit list at the end of this section)

Specialist: Production Level 1 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 1 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 1 (refer to the unit list at the end of this section)

- and Maximum of 2 Units from the AQF 1 Optional sets

Optional: Level 1 (refer to the unit list at the end of this section)

- and Maximum of 1 Unit from the AQF 2 sets

- Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

CORE UNITS

Core: Level 1

Code	Title
FDFCORFSY1A	Follow work procedures to maintain food safety
FDFCORHS1A	Follow work procedures to maintain health and safety
FDFCORQAS1A	Follow work procedures to maintain quality
FDFCORWCM1A	Communicate workplace information

ELECTIVE UNITS

Optional: Level 1

Code	Title
FDFOPTENV1A	Follow work procedures to maintain environmental standards
FDFOPTMR1A	Measure and record workplace information
TDTA1497B	Use product knowledge to complete work operations
TDTD297B	Shift a load using manually-operated equipment

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 1

Code	Title
FDFZCSAW1A	Operate automated washing equipment

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFEOBP2B	Operate a bleaching process
FDFEOCP2A	Operate a complecting process
FDFEODP2B	Operate a deodorising process
FDFEOfL2A	Operate a flake preparation process
FDFEOfP2B	Operate a fractionation process
FDFEOfP2B	Operate a hydrogenation process
FDFEOIN2B	Operate an interesterification (IE) process
FDFEONP2B	Operate a neutralisation process
FDFEOSSP2A	Operate a soap splitting process
FDFEOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMSSG2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Materials handling Level 1

Code	Title
FDFZMHMH1A	Carry out manual handling tasks

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 1

Code	Title
FDFZPKPM1A	Pack product manually

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Plant Baking Bread Level 1

Code	Title
FDFPBW1A	Participate effectively in a workplace environment (plant baking)

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receipt and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Preparation and mixing Level 1

Code	Title
FDFZPMBM1A	Prepare basic mixes
FDFZPMIS1A	Inspect and sort materials and product

Specialist: Preparation and mixing Level 2

Code	Title
FDZPMDNB2A	Dispense non-bulk ingredients
FDZPMMB2A	Operate a mixing/blending process

Specialist: Production Level 1

Code	Title
FDZPRBE1A	Operate basic equipment
FDZPRMP1A	Monitor process operation
FDZPRW1A	Participate effectively in a workplace environment

Specialist: Production Level 2

Code	Title
FDZPRBP2A	Operate a baking process
FDZPRCI2A	Operate a process control interface
FDZPRCP2A	Operate a coating application process
FDZPRCR2A	Work in a clean room environment
FDZPRDTP2A	Operate a depositing process
FDZPREP2A	Operate an evaporation process
FDZPRER2A	Operate an enrobing process
FDZPREX2A	Operate an extrusion process
FDZPRFP2A	Operate a filtration process
FDZPRFY2A	Operate a frying process
FDZPRHT2A	Operate a heat treatment process
FDZPRMBC2A	Operate a mixing/blending and cooking process
FDZPROD2A	Operate a drying process
FDZPROH2A	Operate an homogenising process
FDZPROR2A	Operate a retort process
FDZPRPP2A	Operate pumping equipment
FDZPRPR2A	Operate a production process
FDZPRRM2A	Pre-process raw materials
FDZPRRN2A	Operate a reduction process
FDZPRSEP2A	Operate a separation process
FDZPRSPS2A	Operate a spreads production process
FDZPRTC2A	Operate a chocolate tempering process
FDZPRWD2A	Operate a washing and drying process
FDZPRWP2A	Operate a water purification process

Specialist: Retail Baking Level 1

Code	Title
FDZRBFP1B	Finish products

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail/Small business Level 1

Code	Title
WRRCA1B	Operate retail equipment
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers
WRR11B	Perform stock control procedures
WRRS1B	Sell products and services

Specialist: Retail/Small business Level 2

Code	Title
BSBCM310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRR15A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

FDF10403 Certificate I in Food Processing (Wine)

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate I in Food Processing (Wine):

- **26 points:**
 - **12 points from Core Pool 1**
Core: Level 1 (refer to the unit list at the end of this section)
 - **and 10 points where:**
 - **4 or more points are from the Specialist units**
Specialist: Bottling and Packaging Pool 1 (refer to the unit list at the end of this section)
Specialist: Bottling and Packaging Pool 2 (refer to the unit list at the end of this section)
Specialist: Cellar Door Sales Pool 1 (refer to the unit list at the end of this section)
Specialist: Cellar Door Sales Pool 2 (refer to the unit list at the end of this section)
Specialist: Wine Grape Growing Pool 1 (refer to the unit list at the end of this section)
Specialist: Wine Grape Growing Pool 2 (refer to the unit list at the end of this section)
 - **and between 0 and 6 points from the Optional pool**
Optional Pool 1 (refer to the unit list at the end of this section)
 - **and the pool requirements for Specialist / Optional points are:**
 - **4 or more points from Pool 1**
Optional Pool 1 (refer to the unit list at the end of this section)
Specialist: Bottling and Packaging Pool 1 (refer to the unit list at the end of this section)
Specialist: Cellar Door Sales Pool 1 (refer to the unit list at the end of this section)
Specialist: Wine Grape Growing Pool 1 (refer to the unit list at the end of this section)
 - **and between 0 and 6 points from Pool 2**
Optional Pool 2 (refer to the unit list at the end of this section)
Specialist: Bottling and Packaging Pool 2 (refer to the unit list at the end of this section)
Specialist: Cellar Door Sales Pool 2 (refer to the unit list at the end of this section)
 - **and 4 points from Perform effectively in the workplace FDFWIUNDB Perform effectively in the workplace (induction)**

CORE UNITS

Core: Level 1

Code	Title
FDFCORFSY1A	Follow work procedures to maintain food safety
FDFCORHS1A	Follow work procedures to maintain health and safety
FDFCORQAS1A	Follow work procedures to maintain quality
FDFCORWCM1A	Communicate workplace information

Core Units referenced in the Packaging Rules

Code	Title
FDFWIUINDB	Perform effectively in the workplace (induction)

ELECTIVE UNITS

Optional Pool 1

Code	Title
BSBCM107A	Operate a personal computer
FDFZCSCS2A	Clean and sanitize equipment
TDTA1497B	Use product knowledge to complete work operations
TDTD197B	Shift materials safely using manual handling methods
TDTD297B	Shift a load using manually-operated equipment
THHBFB00B	Clean and tidy bar areas
THHBFB01B	Operate a bar
THHBH01B	Provide housekeeping services to guests
THHCOR02B	Work in a socially diverse environment
THHGFA01B	Process financial transactions
THHGGA01B	Communicate on the telephone
THHGGA02B	Perform office procedures
THHGHS02B	Clean premises and equipment
THTSOP06B	Receive and process reservations
THTTCO01B	Develop and update tourism industry knowledge

Optional Pool 2

Code	Title
BSBCMN213A	Produce simple word-processed documents
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTENV2A	Implement environmental policies and procedures
FDFOPTTG2A	Participate in work teams and groups
FDFZCSCIP2A	Clean equipment in place
MEM182AA	Use power tools/hand held operations
MEM92AA	Interpret technical drawing
PMLTEST300A	Perform basic tests
RTC2304A	Operate and maintain chainsaws
RTE2205A	Fabricate and repair metal or plastic structures
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1197B	Package goods
TDTA1297B	Pick and process orders
TDTA1397B	Receive goods
TDTA2097B	Replenish stock
TDTA2197B	Despatch stock
TDTA2297B	Participate in stocktakes
TDTA997B	Complete and check import/export documentation
TDTB998B	Check conveyor operational status
TDTD1097B	Operate a forklift
TDTD2298B	Conduct weighbridge operations
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTK197B	Use infotechnology devices and computer applications in the workplace
TDTQ798B	Prepare and process financial documents
THHBF03B	Provide food and beverage service

Specialist: Bottling and Packaging Pool 1

Code	Title
FDFBPMANA	Operate manual bottling and packaging processes
FDFBPPALA	Operate the palletising process

Specialist: Bottling and Packaging Pool 2

Code	Title
FDFBPBSEA	Operate the bottle sealing process
FDFBPECOA	Operate the electronic coding process
FDFBPSPGA	Operate traditional sparkling wine processes
FDFBPTIRA	Operate the tirage and transfer process

Specialist: Cellar Door Sales Pool 1

Code	Title
THHBF09B	Provide responsible service of alcohol

Specialist: Cellar Door Sales Pool 2

Code	Title
BSBCM306A	Produce business documents
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPAP3A	Participate in an Audit Process
FDFOPTPIP3A	Participate in improvement processes
FDFOPTTG3A	Lead work teams and groups
FDFZPRSP3A	Set up a production line for operation
MEM153AA	Use improvement processes in team activities
RTC2301A	Undertake operational maintenance of machinery
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills

Specialist: Wine Grape Growing Pool 1

Code	Title
FDFWGGCMBB	Carry out basic canopy maintenance
FDFWGGPGHB	Pick grapes by hand
FDFWGGPVHB	Plant vines by hand
FDFWGGVCB	Take vine cuttings

Specialist: Wine Grape Growing Pool 2

Code	Title
FDFWGGCMSB	Operate specialised canopy management equipment
FDFWGGFGVB	Field graft vines
FDFWGGICB	Install irrigation components
FDFWGGIPDB	Identify and treat nursery plant disorders
FDFWGGIRB	Deliver injection requirements
FDFWGGISB	Operate the irrigation system
FDFWGGMHSB	Support mechanical harvesting operations
FDFWGGMTB	Install and maintain vine trellis
FDFWGGPDDA	Recognise disorders and identify pests and diseases
FDFWGGVEQB	Operate vineyard equipment
FDFWGGVPCB	Perform vertebrate pest control activities
RTC2309A	Operate tractors
RTC2706A	Apply chemicals under supervision

FDF10803 Certificate I in Food Processing (Retail Baking)

At Certificate I the three streams of Retail Baking (Cake and Pastry, Bread and Combined) use the same qualification.

It is called Certificate I in Food Processing (Retail Baking).

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
1	<p>Total of 4 Core Units</p> <p>FDFCORWCM1A Communicate workplace information</p> <p>FDFCORHS1A Follow work procedures to maintain health and safety</p> <p>FDFCORFSY1A Follow work procedures to maintain food safety</p> <p>FDFCORQAS1A Follow work procedures to maintain quality</p>	<p>Total of 4 Specialist/Optional Units</p> <p>4 Units made up of:</p> <ul style="list-style-type: none"> • 1 unit from the AQF 1 Retail Baking specialist set. • A maximum of 3 units from the AQF 1 specialist or optional sets. • A maximum of 1 unit from the AQF 2 specialist or optional sets. 	8

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate I in Food Processing (Retail Baking):

- 8 Units

- 4 Core units

- and 4 Specialist/Optional Units

- 1 unit from the AQF 1 Retail Baking Specialist sets

Specialist: Retail Baking Level 1 (refer to the unit list at the end of this section)

- and Maximum of 3 Units from the AQF 1 sets

- Specialist sets

Specialist: Cleaning and sanitation Level 1 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 1 (refer to the unit list at the end of this section)

Specialist: Packaging Level 1 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 1 (refer to the unit list at the end of this section)

Specialist: Production Level 1 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 1 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 1 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 1 (refer to the unit list at the end of this section)

- and Maximum of 1 Unit from the AQF 2 sets

- Optional set

Optional: Level 2 (refer to the unit list at the end of this section)

- or Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

ELECTIVE UNITS

Optional: Level 1

Code	Title
FDFOPTENV1A	Follow work procedures to maintain environmental standards
FDFOPTMR1A	Measure and record workplace information
TDTA1497B	Use product knowledge to complete work operations
TDTD297B	Shift a load using manually-operated equipment

Optional: Level 2

Code	Title
BSBCM205A	Use business technology
BSBCM213A	Produce simple word-processed documents
BSBCM214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 1

Code	Title
FDFZCSAW1A	Operate automated washing equipment

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFSM2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFOBP2B	Operate a bleaching process
FDFOCP2A	Operate a complecting process
FDFODP2B	Operate a deodorising process
FDFOFL2A	Operate a flake preparation process
FDFOFP2B	Operate a fractionation process
FDFOHP2B	Operate a hydrogenation process
FDFOIN2B	Operate an interesterification (IE) process
FDFONP2B	Operate a neutralisation process
FDFOSSP2A	Operate a soap splitting process
FDFOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFMCO2B	Operate a grain conditioning process
FDFMGC2B	Operate a grain cleaning process
FDFMPP2B	Operate a purification process
FDFMSG2B	Operate a scalping and grading process
FDFMSS2B	Operate a scratch and sizing process
FDFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Materials handling Level 1

Code	Title
FDFZMHMH1A	Carry out manual handling tasks

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 1

Code	Title
FDFZPKPM1A	Pack product manually

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Plant Baking Bread Level 1

Code	Title
FDFPBW1A	Participate effectively in a workplace environment (plant baking)

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receipt and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Preparation and mixing Level 1

Code	Title
FDFZPMBM1A	Prepare basic mixes
FDFZPMIS1A	Inspect and sort materials and product

Specialist: Preparation and mixing Level 2

Code	Title
FDZPMDNB2A	Dispense non-bulk ingredients
FDZPMMB2A	Operate a mixing/blending process

Specialist: Production Level 1

Code	Title
FDZPRBE1A	Operate basic equipment
FDZPRMP1A	Monitor process operation
FDZPRW1A	Participate effectively in a workplace environment

Specialist: Production Level 2

Code	Title
FDZPRBP2A	Operate a baking process
FDZPRCI2A	Operate a process control interface
FDZPRCP2A	Operate a coating application process
FDZPRCR2A	Work in a clean room environment
FDZPRDTP2A	Operate a depositing process
FDZPREP2A	Operate an evaporation process
FDZPRER2A	Operate an enrobing process
FDZPREX2A	Operate an extrusion process
FDZPRFP2A	Operate a filtration process
FDZPRFY2A	Operate a frying process
FDZPRHT2A	Operate a heat treatment process
FDZPRMBC2A	Operate a mixing/blending and cooking process
FDZPROD2A	Operate a drying process
FDZPROH2A	Operate an homogenising process
FDZPROR2A	Operate a retort process
FDZPRPP2A	Operate pumping equipment
FDZPRPR2A	Operate a production process
FDZPRRM2A	Pre-process raw materials
FDZPRRN2A	Operate a reduction process
FDZPRSEP2A	Operate a separation process
FDZPRSPS2A	Operate a spreads production process
FDZPRTC2A	Operate a chocolate tempering process
FDZPRWD2A	Operate a washing and drying process
FDZPRWP2A	Operate a water purification process

Specialist: Retail Baking Level 1

Code	Title
FDZRBFP1B	Finish products

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail/Small business Level 1

Code	Title
WRRCA1B	Operate retail equipment
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers
WRR11B	Perform stock control procedures
WRRS1B	Sell products and services

Specialist: Retail/Small business Level 2

Code	Title
BSBCM310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRR15A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

FDF10903 Certificate I in Food Processing (Sales)

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
1	<p><u>Total of 4 Core Units</u></p> <p>FDFCORWCM1A Communicate workplace information</p> <p>FDFCORHS1A Follow work procedures to maintain health and safety</p> <p>FDFCORFSY1A Follow work procedures to maintain food safety</p> <p>FDFCORQAS1A Follow work procedures to maintain quality</p>	<p><u>Total of 4 Specialist/Optional Units</u></p> <p>4 Units made up of:</p> <ul style="list-style-type: none"> • At least 1 and up to 2 units from the AQF 1 Food Processing specialist set. • At least 2 and up to 3 units from the AQF 1 Retail (WRR units) specialist set. • A maximum of 1 unit from the AQF 2 Retail or AQF 2 Food Processing specialist or optional sets. 	8

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate I in Food Processing (Sales):

- 8 units :

- 4 Core Units

Core: Level 1 (refer to the unit list at the end of this section)

- and 4 Specialist/Optional Units:

- between 1 and 2 Units from the AQF 1 Food Processing specialist sets

Specialist: Cleaning and sanitation Level 1 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 1 (refer to the unit list at the end of this section)

Specialist: Packaging Level 1 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 1 (refer to the unit list at the end of this section)

Specialist: Production Level 1 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 1 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 1 (refer to the unit list at the end of this section)

- and between 2 and 3 Units from the AQF 1 Retail (WRR) units

Specialist: Cleaning and sanitation Level 1 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 1 (refer to the unit list at the end of this section)

Specialist: Packaging Level 1 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 1 (refer to the unit list at the end of this section)

Specialist: Production Level 1 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 1 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 1 (refer to the unit list at the end of this section)

- and between 0 and 1 unit from:

- AQF 2 Food Processing Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

- or AQF 2 Retail

Imported Units: WRR02 Retail [WRR02] (refer to the unit list at the end of this section)

Imported Units: WRR02 Retail [WRR02] (refer to the unit list at the end of this section)

Imported Units: WRR02 Retail [WRR02] (refer to the unit list at the end of this section)

Imported Units: WRR02 Retail [WRR02] (refer to the unit list at the end of this section)

- or AQF 2 Food Processing Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)
Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)
Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)
Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)
Specialist: Poultry Level 2 (refer to the unit list at the end of this section)
Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)
Specialist: Production Level 2 (refer to the unit list at the end of this section)
Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)
Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)
Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

CORE UNITS

Core: Level 1

Code	Title
FDFCORFSY1A	Follow work procedures to maintain food safety
FDFCORHS1A	Follow work procedures to maintain health and safety
FDFCORQAS1A	Follow work procedures to maintain quality
FDFCORWCM1A	Communicate workplace information

ELECTIVE UNITS

Imported Units: WRR02 Retail [WRR02]

Code	Title
WRRLP2B	Minimise theft

Imported Units: WRR02 Retail [WRR02]

Code	Title
WRRF2B	Perform retail finance duties

Imported Units: WRR02 Retail [WRR02]

Code	Title
WRRCS2B	Apply point of sale handling procedures

Imported Units: WRR02 Retail [WRR02]

Code	Title
WRRS2B	Advise on products and services

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 1

Code	Title
FDFZCSAW1A	Operate automated washing equipment

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFEOBP2B	Operate a bleaching process
FDFEOCP2A	Operate a complecting process
FDFEODP2B	Operate a deodorising process
FDFEOfL2A	Operate a flake preparation process
FDFEOfP2B	Operate a fractionation process
FDFEOfP2B	Operate a hydrogenation process
FDFEOfN2B	Operate an interesterification (IE) process
FDFEONP2B	Operate a neutralisation process
FDFEOSSP2A	Operate a soap splitting process
FDFEOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMSSG2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Materials handling Level 1

Code	Title
FDFZMHMH1A	Carry out manual handling tasks

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 1

Code	Title
FDFZPKPM1A	Pack product manually

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Plant Baking Bread Level 1

Code	Title
FDFPBW1A	Participate effectively in a workplace environment (plant baking)

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receipt and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Preparation and mixing Level 1

Code	Title
FDFZPMBM1A	Prepare basic mixes
FDFZPMIS1A	Inspect and sort materials and product

Specialist: Preparation and mixing Level 2

Code	Title
FDZPMDNB2A	Dispense non-bulk ingredients
FDZPMMB2A	Operate a mixing/blending process

Specialist: Production Level 1

Code	Title
FDZPRBE1A	Operate basic equipment
FDZPRMP1A	Monitor process operation
FDZPRW1A	Participate effectively in a workplace environment

Specialist: Production Level 2

Code	Title
FDZPRBP2A	Operate a baking process
FDZPRCI2A	Operate a process control interface
FDZPRCP2A	Operate a coating application process
FDZPRCR2A	Work in a clean room environment
FDZPRDTP2A	Operate a depositing process
FDZPREP2A	Operate an evaporation process
FDZPRER2A	Operate an enrobing process
FDZPREX2A	Operate an extrusion process
FDZPRFP2A	Operate a filtration process
FDZPRFY2A	Operate a frying process
FDZPRHT2A	Operate a heat treatment process
FDZPRMBC2A	Operate a mixing/blending and cooking process
FDZPROD2A	Operate a drying process
FDZPROH2A	Operate an homogenising process
FDZPROR2A	Operate a retort process
FDZPRPP2A	Operate pumping equipment
FDZPRPR2A	Operate a production process
FDZPRRM2A	Pre-process raw materials
FDZPRRN2A	Operate a reduction process
FDZPRSEP2A	Operate a separation process
FDZPRSPS2A	Operate a spreads production process
FDZPRTC2A	Operate a chocolate tempering process
FDZPRWD2A	Operate a washing and drying process
FDZPRWP2A	Operate a water purification process

Specialist: Retail Baking Level 1

Code	Title
FDZRBFP1B	Finish products

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail/Small business Level 1

Code	Title
WRRCA1B	Operate retail equipment
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers
WRR11B	Perform stock control procedures
WRRS1B	Sell products and services

Specialist: Retail/Small business Level 2

Code	Title
BSBCMN310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRRI5A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

FDF20103 Certificate II in Food Processing

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
2	<p><u>Total of 5 Core Units</u></p> <p>FDFCORWCM2A Present and apply workplace information</p> <p>FDFCORHS2A Implement occupational health and safety systems and procedures</p> <p>FDFCORQAS2A Implement quality systems and procedures</p> <p>FDFCORFSY2A Implement the food safety program and procedures</p> <p>FDFCORBM2A Use basic mathematical concepts</p>	<p><u>Total of 7 Specialist/Optional Units</u></p> <p>7 Units made up of:</p> <ul style="list-style-type: none"> • At least 2 and up to 6 units from the AQF 2 specialist set. • 1 unit from the AQF 1 specialist or optional sets. • A maximum of 4 units from the AQF 2 optional set. • A maximum of 2 units from the AQF 3 specialist or optional sets. 	12

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate II in Food Processing:

- 12 Units

- 5 Core Units

Core: Level 2 (refer to the unit list at the end of this section)

- and 7 Specialist/Optional Units

- between 2 and 6 Units from the AQF 2 Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- and 1 Unit from the AQF 1 sets

- Specialist sets

Specialist: Cleaning and sanitation Level 1 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 1 (refer to the unit list at the end of this section)

Specialist: Packaging Level 1 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 1 (refer to the unit list at the end of this section)

Specialist: Production Level 1 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 1 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 1 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

- and Maximum of 4 Units from the AQF 2 Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

- and Maximum of 2 Units from the AQF 3 sets

- Specialist sets

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- and Optional sets

Optional: Level 3 (refer to the unit list at the end of this section)

CORE UNITS

Core: Level 2

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORFSY2A	Implement the food safety program and procedures
FDFCORHS2A	Implement occupational health and safety systems and procedures
FDFCORQAS2A	Implement quality systems and procedures
FDFCORWCM2A	Present and apply workplace information

ELECTIVE UNITS

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
FDFOPTTG3A	Lead work teams and groups
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 1

Code	Title
FDFZCSAW1A	Operate automated washing equipment

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFOBP2B	Operate a bleaching process
FDFOCP2A	Operate a complecting process
FDFODP2B	Operate a deodorising process
FDFOFL2A	Operate a flake preparation process
FDFOFP2B	Operate a fractionation process
FDFOHP2B	Operate a hydrogenation process
FDFOIN2B	Operate an interesterification (IE) process
FDFONP2B	Operate a neutralisation process
FDFOSSP2A	Operate a soap splitting process
FDFOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMSG2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFFICIM2A	Operate an ice manufacturing process

Specialist: Materials handling Level 1

Code	Title
FDFFZMHMH1A	Carry out manual handling tasks

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 1

Code	Title
FDFZPKPM1A	Pack product manually

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Plant Baking Bread Level 1

Code	Title
FDFPBW1A	Participate effectively in a workplace environment (plant baking)

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBFBP3A	Operate a final proof and baking process
FDFPBBMU3A	Operate a dough make up process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receipt and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 1

Code	Title
FDFZPMBM1A	Prepare basic mixes
FDFZPMIS1A	Inspect and sort materials and product

Specialist: Preparation and mixing Level 2

Code	Title
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process

Specialist: Production Level 1

Code	Title
FDFZPRBE1A	Operate basic equipment
FDFZPRMP1A	Monitor process operation
FDFZPRW1A	Participate effectively in a workplace environment

Specialist: Production Level 2

Code	Title
FDZPRBP2A	Operate a baking process
FDZPRCI2A	Operate a process control interface
FDZPRCP2A	Operate a coating application process
FDZPRCR2A	Work in a clean room environment
FDZPRDTP2A	Operate a depositing process
FDZPREP2A	Operate an evaporation process
FDZPRER2A	Operate an enrobing process
FDZPREX2A	Operate an extrusion process
FDZPRFP2A	Operate a filtration process
FDZPRFY2A	Operate a frying process
FDZPRHT2A	Operate a heat treatment process
FDZPRMBC2A	Operate a mixing/blending and cooking process
FDZPROD2A	Operate a drying process
FDZPROH2A	Operate an homogenising process
FDZPROR2A	Operate a retort process
FDZPRPP2A	Operate pumping equipment
FDZPRPR2A	Operate a production process
FDZPRRM2A	Pre-process raw materials
FDZPRRN2A	Operate a reduction process
FDZPRSEP2A	Operate a separation process
FDZPRSPS2A	Operate a spreads production process
FDZPRTC2A	Operate a chocolate tempering process
FDZPRWD2A	Operate a washing and drying process
FDZPRWP2A	Operate a water purification process

Specialist: Production Level 3

Code	Title
FDZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDZPRSP3A	Set up a production line for operation
FDZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 1

Code	Title
FDFRBFP1B	Finish products

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 1

Code	Title
WRRCA1B	Operate retail equipment
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers
WRR11B	Perform stock control procedures
WRRS1B	Sell products and services

Specialist: Retail/Small business Level 2

Code	Title
BSBCMN310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRR15A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

FDF20203 Certificate II in Pharmaceutical Manufacturing

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
2	<p><u>Total of 4 Core Units</u></p> <p>FDFCORWCM2A Present and apply workplace information</p> <p>FDFCORHS2A Implement occupational health and safety systems and procedures</p> <p>FDFPHGMP2B Implement Good Manufacturing Practice procedures</p> <p>FDFCORBM2A Use basic mathematical concepts</p>	<p><u>Total of 7 Specialist/Optional Units</u></p> <p>7 Units made up of:</p> <ul style="list-style-type: none"> • At least 2 and up to 6 units from the AQF 2 Pharmaceutical Manufacturing specialist set. • 1 unit from the AQF 1 specialist or optional sets. • A maximum of 4 units from the AQF 2 optional set. • A maximum of 2 units from the AQF 3 specialist or optional sets. 	11

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate II in Pharmaceutical Manufacturing:

- 11 Units

- 4 Core units

Core (refer to the unit list at the end of this section)

- and 7 Specialist/Optional Units

- between 2 and 6 Units from the AQF 2 Pharmaceutical Manufacturing specialist set

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

- and 1 Unit from the AQF 1 sets

- Specialist sets

Specialist: Cleaning and sanitation Level 1 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 1 (refer to the unit list at the end of this section)

Specialist: Packaging Level 1 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 1 (refer to the unit list at the end of this section)

Specialist: Production Level 1 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 1 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 1 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 1 (refer to the unit list at the end of this section)

- and Maximum of 4 Unit from the AQF 2 Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

- and Maximum of 2 Unit from the AQF 3 sets

- Specialist sets

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 3 (refer to the unit list at the end of this section)

CORE UNITS

Core

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORHS2A	Implement occupational health and safety systems and procedures
FDFCORWCM2A	Present and apply workplace information
FDFPHGMP2B	Implement Good Manufacturing Practice procedures

ELECTIVE UNITS

Optional: Level 1

Code	Title
FDFOPTENV1A	Follow work procedures to maintain environmental standards
FDFOPTMR1A	Measure and record workplace information
TDTA1497B	Use product knowledge to complete work operations
TDTD297B	Shift a load using manually-operated equipment

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
FDFOPTTG3A	Lead work teams and groups
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Cleaning and sanitation Level 1

Code	Title
FDFZCSAW1A	Operate automated washing equipment

Specialist: Materials handling Level 1

Code	Title
FDFZMHMH1A	Carry out manual handling tasks

Specialist: Packaging Level 1

Code	Title
FDFZPKPM1A	Pack product manually

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Plant Baking Bread Level 1

Code	Title
FDFPBW1A	Participate effectively in a workplace environment (plant baking)

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBFBP3A	Operate a final proof and baking process
FDFPBBMU3A	Operate a dough make up process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 1

Code	Title
FDFZPMBM1A	Prepare basic mixes
FDFZPMIS1A	Inspect and sort materials and product

Specialist: Production Level 1

Code	Title
FDZPRBE1A	Operate basic equipment
FDZPRMP1A	Monitor process operation
FDZPRW1A	Participate effectively in a workplace environment

Specialist: Production Level 3

Code	Title
FDZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDZPRSP3A	Set up a production line for operation
FDZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 1

Code	Title
FDFRBFP1B	Finish products

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 1

Code	Title
WRRCA1B	Operate retail equipment
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers
WRR11B	Perform stock control procedures
WRRS1B	Sell products and services

FDF20303 Certificate II in Food Processing (Plant Baking)

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
2	<p><u>Total of 5 Core Units</u></p> <p>FDFCORWCM2A Present and apply workplace information</p> <p>FDFCORHS2A Implement occupational health and safety systems and procedures</p> <p>FDFCORQAS2A Implement quality systems and procedures</p> <p>FDFCORFSY2A Implement the food safety program and procedures</p> <p>FDFCORBM2A Use basic mathematical concepts</p>	<p><u>Total of 6 Specialist/Optional Units</u></p> <p>6 Units made up of:</p> <ul style="list-style-type: none"> • 1 unit from the AQF 2 Plant Baking specialist set. • 1 unit from the AQF 1 Plant Baking specialist set. • A maximum of 4 units from the AQF 2 specialist or optional sets. • A maximum of 1 unit from the AQF 3 specialist or optional sets. 	11

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate II in Food Processing (Plant Baking):

- 11 Units

- 5 Core units

Core: Level 2 (refer to the unit list at the end of this section)

- and 6 units from Specialist/Optional units:

- 1 Unit from the AQF 2 Plant Baking Specialist sets

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

- and 1 Unit from the AQF 1 Plant Baking Specialist sets

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

- and Maximum of 4 Units from the AQF 2 sets

- Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

- and Maximum of 1 Unit from the AQF 3 sets

- Specialist sets

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- and Optional sets

Optional: Level 3 (refer to the unit list at the end of this section)

CORE UNITS

Core: Level 2

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORFSY2A	Implement the food safety program and procedures
FDFCORHS2A	Implement occupational health and safety systems and procedures
FDFCORQAS2A	Implement quality systems and procedures
FDFCORWCM2A	Present and apply workplace information

ELECTIVE UNITS

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
FDFOPTTG3A	Lead work teams and groups
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFEOBP2B	Operate a bleaching process
FDFEOCP2A	Operate a complecting process
FDFEODP2B	Operate a deodorising process
FDFEOFL2A	Operate a flake preparation process
FDFEOFP2B	Operate a fractionation process
FDFEOHP2B	Operate a hydrogenation process
FDFEOIN2B	Operate an interesterification (IE) process
FDFEONP2B	Operate a neutralisation process
FDFEOSSP2A	Operate a soap splitting process
FDFEOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMMSG2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Plant Baking Bread Level 1

Code	Title
FDFPBW1A	Participate effectively in a workplace environment (plant baking)

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBFBP3A	Operate a final proof and baking process
FDFPBBMU3A	Operate a dough make up process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receive and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 2

Code	Title
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process

Specialist: Production Level 2

Code	Title
FDFZPRBP2A	Operate a baking process
FDFZPRCI2A	Operate a process control interface
FDFZPRCP2A	Operate a coating application process
FDFZPRCR2A	Work in a clean room environment
FDFZPRDTP2A	Operate a depositing process
FDFZPREP2A	Operate an evaporation process
FDFZPRER2A	Operate an enrobing process
FDFZPREX2A	Operate an extrusion process
FDFZPRFP2A	Operate a filtration process
FDFZPRFY2A	Operate a frying process
FDFZPRHT2A	Operate a heat treatment process
FDFZPRMBC2A	Operate a mixing/blending and cooking process
FDFZPROD2A	Operate a drying process
FDFZPROH2A	Operate an homogenising process
FDFZPROR2A	Operate a retort process
FDFZPRPP2A	Operate pumping equipment
FDFZPRPR2A	Operate a production process
FDFZPRRM2A	Pre-process raw materials
FDFZPRRN2A	Operate a reduction process
FDFZPRSEP2A	Operate a separation process
FDFZPRSPS2A	Operate a spreads production process
FDFZPRTC2A	Operate a chocolate tempering process
FDFZPRWD2A	Operate a washing and drying process
FDFZPRWP2A	Operate a water purification process

Specialist: Production Level 3

Code	Title
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRbFF2B	Form and fill pastry products
FDFRbPF2B	Prepare fillings
FDFRbPM2B	Produce meringue-based products
FDFRbPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 2

Code	Title
BSBCMN310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRR15A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

FDF20403 Certificate II in Food Processing (Wine)

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate II in Food Processing (Wine):

- **60 points:**
 - **12 points from Core Pool 1**
Core: Level 1 (refer to the unit list at the end of this section)
 - **and 12 points from Core Pool 2**
Core: Level 2 (refer to the unit list at the end of this section)
 - **and 4 points from Perform effectively in the workplace FDFWIUNDB Perform effectively in the workplace (induction)**
 - **and 32 points where:**
 - **8 or more points are from the Specialist units**
Specialist: Bottling and Packaging Pool 2 (refer to the unit list at the end of this section)
 - **and between 0 and 24 points from Optional units**
Optional Pool 1 (refer to the unit list at the end of this section)
Optional Pool 1 or 2 (refer to the unit list at the end of this section)
Optional Pool 2 (refer to the unit list at the end of this section)
Optional Pool 2 or 3 (refer to the unit list at the end of this section)
Optional Pool 3 (refer to the unit list at the end of this section)
 - **and the pool requirements for Specialist / Optional points are:**
 - **4 or more points from Pool 1**
Optional Pool 1 (refer to the unit list at the end of this section)
Optional Pool 1 or 2 (refer to the unit list at the end of this section)
Specialist: Bottling and Packaging Pool 1 (refer to the unit list at the end of this section)
Specialist: Bottling and Packaging Pool 1 or 2 (refer to the unit list at the end of this section)
Specialist: Cellar Door Sales Pool 1 (refer to the unit list at the end of this section)
Specialist: Cellar Door Sales Pool 1 or 2 (refer to the unit list at the end of this section)
Specialist: Laboratory Pool 1 (refer to the unit list at the end of this section)
Specialist: Laboratory Pool 1 or 2 (refer to the unit list at the end of this section)
Specialist: Wine Grape Growing Pool 1 (refer to the unit list at the end of this section)
Specialist: Wine Grape Growing Pool 1 or 2 (refer to the unit list at the end of this section)
 - **and 14 or more points from Pool 2**
Optional Pool 2 (refer to the unit list at the end of this section)
Optional Pool 2 or 3 (refer to the unit list at the end of this section)
Specialist: Bottling and Packaging Pool 2 (refer to the unit list at the end of this section)
Specialist: Bottling and Packaging Pool 2 or 3 (refer to the unit list at the end of this section)
Specialist: Cellar Door Sales Pool 2 (refer to the unit list at the end of this section)
Specialist: Cellar Door Sales Pool 2 or 3 (refer to the unit list at the end of this section)
Specialist: Laboratory Pool 2 (refer to the unit list at the end of this section)
Specialist: Laboratory Pool 2 or 3 (refer to the unit list at the end of this section)
Specialist: Wine Grape Growing Pool 2 (refer to the unit list at the end of this section)

section)

Specialist: Wine Grape Growing Pool 2 or 3 (refer to the unit list at the end of this section)

- and between 0 and 8 points from Pool 3

Optional Pool 3 (refer to the unit list at the end of this section)

Specialist: Bottling and Packaging Pool 3 (refer to the unit list at the end of this section)

Specialist: Cellar Door Sales Pool 3 (refer to the unit list at the end of this section)

Specialist: Laboratory Pool 3 (refer to the unit list at the end of this section)

Specialist: Wine Grape Growing Pool 3 (refer to the unit list at the end of this section)

CORE UNITS

Core: Level 1

Code	Title
FDFCORFSY1A	Follow work procedures to maintain food safety
FDFCORHS1A	Follow work procedures to maintain health and safety
FDFCORQAS1A	Follow work procedures to maintain quality
FDFCORWCM1A	Communicate workplace information

Core: Level 2

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORFSY2A	Implement the food safety program and procedures
FDFCORHS2A	Implement occupational health and safety systems and procedures
FDFCORQAS2A	Implement quality systems and procedures
FDFCORWCM2A	Present and apply workplace information

Core Units referenced in the Packaging Rules

Code	Title
FDFWIUINDB	Perform effectively in the workplace (induction)

ELECTIVE UNITS

Optional Pool 1

Code	Title
BSBCMN107A	Operate a personal computer
FDFZCSCS2A	Clean and sanitize equipment
TDTA1497B	Use product knowledge to complete work operations
TDTD197B	Shift materials safely using manual handling methods
TDTD297B	Shift a load using manually-operated equipment
THHBFB00B	Clean and tidy bar areas
THHBFB01B	Operate a bar
THHBH01B	Provide housekeeping services to guests
THHCOR02B	Work in a socially diverse environment
THHGFA01B	Process financial transactions
THHGGA01B	Communicate on the telephone
THHGGA02B	Perform office procedures
THHGHS02B	Clean premises and equipment
THTSOP06B	Receive and process reservations
THTTCO01B	Develop and update tourism industry knowledge

Optional Pool 1 or 2

Code	Title
FDFOPTISP2A	Implement sampling procedures
MEM181AB	Use hand tools

Optional Pool 2

Code	Title
BSBCMN213A	Produce simple word-processed documents
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTENV2A	Implement environmental policies and procedures
FDFOPTTG2A	Participate in work teams and groups
FDFZCSCIP2A	Clean equipment in place
MEM182AA	Use power tools/hand held operations
MEM92AA	Interpret technical drawing
PMLTEST300A	Perform basic tests
RTC2304A	Operate and maintain chainsaws
RTE2205A	Fabricate and repair metal or plastic structures
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1197B	Package goods
TDTA1297B	Pick and process orders
TDTA1397B	Receive goods
TDTA2097B	Replenish stock
TDTA2197B	Despatch stock
TDTA2297B	Participate in stocktakes
TDTA997B	Complete and check import/export documentation
TDTB998B	Check conveyor operational status
TDTD1097B	Operate a forklift
TDTD2298B	Conduct weighbridge operations
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTK197B	Use infotechnology devices and computer applications in the workplace
TDTQ798B	Prepare and process financial documents
THHBF03B	Provide food and beverage service

Optional Pool 2 or 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRSYS3A	Operate processes in a production system

Optional Pool 3

Code	Title
BSBCMN306A	Produce business documents
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPAP3A	Participate in an Audit Process
FDFOPTPIP3A	Participate in improvement processes
FDFOPTTG3A	Lead work teams and groups
FDFZPRSP3A	Set up a production line for operation
MEM153AA	Use improvement processes in team activities
RTC2301A	Undertake operational maintenance of machinery
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1097B	Coordinate goods to bond premises
TDTA1597B	Complete receival/despatch documentation
TDTA1697B	Use inventory systems to organise stock control
TDTA1797B	Apply product knowledge to organise work operations
TDTA1897B	Organise despatch operations
TDTA1997B	Organise receival operations
TDTA2497B	Organise warehouse records operations
TDTA2698B	Monitor storage facilities
TDTD1197B	Conduct specialised forklift operations

Specialist: Bottling and Packaging Pool 1

Code	Title
FDFBPMANA	Operate manual bottling and packaging processes
FDFBPPALA	Operate the palletising process

Specialist: Bottling and Packaging Pool 1 or 2

Code	Title
FDFBPBCAA	Operate the bottle capsuling process
FDFBPBSUA	Operate the bottle supply process
FDFBPCEPA	Operate the carton erection process
FDFBPCPPA	Operate the carton packing process

Specialist: Bottling and Packaging Pool 2

Code	Title
FDFBPBSEA	Operate the bottle sealing process
FDFBPPECOA	Operate the electronic coding process
FDFBPSPGA	Operate traditional sparkling wine processes
FDFBPTIRA	Operate the tirage and transfer process

Specialist: Bottling and Packaging Pool 2 or 3

Code	Title
FDFBPPECB	Perform packaging equipment changeover

Specialist: Bottling and Packaging Pool 3

Code	Title
FDFBPBFBP	Operate the bottle filling process
FDFBPLPB	Operate the labelling process
FDFBPSPFB	Operate the softpack filling process

Specialist: Cellar Door Sales Pool 1

Code	Title
THHBF09B	Provide responsible service of alcohol

Specialist: Cellar Door Sales Pool 1 or 2

Code	Title
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers

Specialist: Cellar Door Sales Pool 2

Code	Title
BSBCMN306A	Produce business documents
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPAP3A	Participate in an Audit Process
FDFOPTPIP3A	Participate in improvement processes
FDFOPTTG3A	Lead work teams and groups
FDFZPRSP3A	Set up a production line for operation
MEM153AA	Use improvement processes in team activities
RTC2301A	Undertake operational maintenance of machinery
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills

Specialist: Cellar Door Sales Pool 2 or 3

Code	Title
WRRCA5B	Operate retail information technology systems

Specialist: Cellar Door Sales Pool 3

Code	Title
BSBCMN306A	Produce business documents
FDFOPTENV3A	Monitor the implementation of environmental management policies
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills

Specialist: Laboratory Pool 1

Code	Title
BSBCMN306A	Produce business documents
TAAASS401A	Plan and organise assessment

Specialist: Laboratory Pool 1 or 2

Code	Title
BSBCMN306A	Produce business documents
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPAP3A	Participate in an Audit Process
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills

Specialist: Laboratory Pool 2

Code	Title
FDFLABSLSB	Standardise laboratory solutions

Specialist: Laboratory Pool 2 or 3

Code	Title
FDFLABALDA	Analyse laboratory data
FDFLABPQCA	Perform packaging quality control procedures
FDFLABPSSB	Prepare product or show samples

Specialist: Laboratory Pool 3

Code	Title
FDFLABCOMA	Use computer technology for laboratory applications
FDFLABNRTA	Perform non-routine or specialised tests
FDFLABTSHA	Perform routine troubleshooting procedures
PMLTEST302A	Calibrate testing equipment and assist with maintenance
PMLTEST400A	Perform instrumental tests/procedures

Specialist: Wine Grape Growing Pool 1

Code	Title
FDFWGGCMBB	Carry out basic canopy maintenance
FDFWGGPGHB	Pick grapes by hand
FDFWGGPVHB	Plant vines by hand
FDFWGGVCB	Take vine cuttings

Specialist: Wine Grape Growing Pool 1 or 2

Code	Title
FDFWGGBGVB	Bench graft vines
FDFWGGCPOB	Carry out potting operations
FDFWGGDURB	Dig up rootlings
FDFWGGHPVB	Hand prune vines
FDFWGGISMB	Undertake irrigation systems maintenance activities
FDFWGGMCEB	Maintain callusing environment
FDFWGGPVCB	Process vine cuttings
FDFWGGPVRB	Process vine rootlings
FDFWGGTCPB	Tend containerised nursery plants
FDFWGGTVB	Train vines

Specialist: Wine Grape Growing Pool 2

Code	Title
FDFWGGCMSB	Operate specialised canopy management equipment
FDFWGGFGVB	Field graft vines
FDFWGGICB	Install irrigation components
FDFWGGIPDB	Identify and treat nursery plant disorders
FDFWGGIRB	Deliver injection requirements
FDFWGGISB	Operate the irrigation system
FDFWGGMHSB	Support mechanical harvesting operations
FDFWGGMVTB	Install and maintain vine trellis
FDFWGGPDDA	Recognise disorders and identify pests and diseases
FDFWGGVEQB	Operate vineyard equipment
FDFWGGVPCB	Perform vertebrate pest control activities
RTC2309A	Operate tractors
RTC2706A	Apply chemicals under supervision

Specialist: Wine Grape Growing Pool 2 or 3

Code	Title
FDFWGGHWTB	Carry out hot water treatment
FDFWGGOCSB	Operate nursery cold storage facilities
FDFWGGSSSEB	Operate spreading and seeding equipment

Specialist: Wine Grape Growing Pool 3

Code	Title
FDFWGGCBAB	Apply chemicals and biological agents
FDFWGGCCMA	Coordinate canopy management activities
FDFWGGCHAB	Coordinate crop harvesting activities
FDFWGGCNAB	Coordinate nursery activities
FDFWGGFNAB	Perform field nursery activities
FDFWGGHPB	Coordinate hand pruning activities
FDFWGGISIB	Implement an irrigation schedule
FDFWGGMHB	Operate a mechanical harvester
FDFWGGMNPB	Monitor and maintain nursery plants
FDFWGGSMPB	Implement a soil management program
FDFWGGSNAB	Perform shed nursery activities
FDFWGGVDDB	Monitor and control vine disorders and damage
RTF3011A	Implement a plant establishment program

FDF20903 Certificate II in Food Processing (Sales)

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
2	<p><u>Total of 5 Core Units</u></p> <p>FDFCORWCM2A Present and apply workplace information</p> <p>FDFCORHS2A Implement occupational health and safety systems and procedures</p> <p>FDFCORQAS2A Implement quality systems and procedures</p> <p>FDFCORFSY2A Implement the food safety program and procedures</p> <p>FDFCORBM2A Use basic mathematical concepts</p>	<p><u>Total of 7 Specialist/Optional Units</u></p> <p>7 Units made up of:</p> <ul style="list-style-type: none"> • At least 2 and up to 4 units from the AQF 2 Food Processing specialist set. • At least 2 units and up to 4 from the AQF 2 Retail (WRR units) specialist set. • 1 unit from AQF 1 specialist or optional sets. • A maximum of 2 units from the AQF 2 optional set. • A maximum of 2 units from the AQF 3 specialist or optional sets. *** 	12

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate II in Food Processing (Sales):

- 12 Units

- 5 Core Units

Core (refer to the unit list at the end of this section)

- and 7 Specialist/Optional Units:

- between 2 and 4 Units from the AQF 2 Food Processing Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- and between 2 and 4 Units from the AQF 2 Retail (WRR units) Specialist sets

Imported Units: WRR02 Retail [WRR02] (refer to the unit list at the end of this section)

Imported Units: WRR02 Retail [WRR02] (refer to the unit list at the end of this section)

Imported Units: WRR02 Retail [WRR02] (refer to the unit list at the end of this section)

Imported Units: WRR02 Retail [WRR02] (refer to the unit list at the end of this section)

- and 1 Unit from the AQF 1 sets

- Specialist sets

Specialist: Cleaning and sanitation Level 1 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 1 (refer to the unit list at the end of this section)

Specialist: Packaging Level 1 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 1 (refer to the unit list at the end of this section)

Specialist: Production Level 1 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 1 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 1 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 1 (refer to the unit list at the end of this section)

- **and between 0 and 2 Units from the AQF 2 Optional sets**
 - Optional: Level 2 (refer to the unit list at the end of this section)*
- **and between 0 and 2 Units from the AQF 3 sets**
 - **Specialist sets**
 - Specialist: Packaging Level 3 (refer to the unit list at the end of this section)*
 - Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)*
 - Specialist: Poultry Level 3 (refer to the unit list at the end of this section)*
 - Specialist: Production Level 3 (refer to the unit list at the end of this section)*
 - Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)*
 - **or Optional sets**
 - Optional: Level 3 (refer to the unit list at the end of this section)*
- Note: AQF 3 aligned Retail Baking or Plant Baking units cannot be included within a Certificate II in Food Processing (Sales)

CORE UNITS

Core

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORFSY2A	Implement the food safety program and procedures
FDFCORHS2A	Implement occupational health and safety systems and procedures
FDFCORQAS2A	Implement quality systems and procedures
FDFCORWCM2A	Present and apply workplace information

ELECTIVE UNITS

Imported Units: WRR02 Retail [WRR02]

Code	Title
WRRLP2B	Minimise theft

Imported Units: WRR02 Retail [WRR02]

Code	Title
WRRF2B	Perform retail finance duties

Imported Units: WRR02 Retail [WRR02]

Code	Title
WRRCS2B	Apply point of sale handling procedures

Imported Units: WRR02 Retail [WRR02]

Code	Title
WRRS2B	Advise on products and services

Optional: Level 1

Code	Title
FDFOPTENV1A	Follow work procedures to maintain environmental standards
FDFOPTMR1A	Measure and record workplace information
TDTA1497B	Use product knowledge to complete work operations
TDTD297B	Shift a load using manually-operated equipment

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
FDFOPTTG3A	Lead work teams and groups
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 1

Code	Title
FDFZCSAW1A	Operate automated washing equipment

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFEOBP2B	Operate a bleaching process
FDFEOCP2A	Operate a complecting process
FDFEODP2B	Operate a deodorising process
FDFEOfL2A	Operate a flake preparation process
FDFEOfP2B	Operate a fractionation process
FDFEOfP2B	Operate a hydrogenation process
FDFEOfN2B	Operate an interesterification (IE) process
FDFEONP2B	Operate a neutralisation process
FDFEOSSP2A	Operate a soap splitting process
FDFEOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMSSG2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Materials handling Level 1

Code	Title
FDFZMHMH1A	Carry out manual handling tasks

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 1

Code	Title
FDFZPKPM1A	Pack product manually

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Plant Baking Bread Level 1

Code	Title
FDFPBW1A	Participate effectively in a workplace environment (plant baking)

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBFBP3A	Operate a final proof and baking process
FDFPBBMU3A	Operate a dough make up process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receipt and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 1

Code	Title
FDFZPMBM1A	Prepare basic mixes
FDFZPMIS1A	Inspect and sort materials and product

Specialist: Preparation and mixing Level 2

Code	Title
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process

Specialist: Production Level 1

Code	Title
FDFZPRBE1A	Operate basic equipment
FDFZPRMP1A	Monitor process operation
FDFZPRW1A	Participate effectively in a workplace environment

Specialist: Production Level 2

Code	Title
FDZPRBP2A	Operate a baking process
FDZPRCI2A	Operate a process control interface
FDZPRCP2A	Operate a coating application process
FDZPRCR2A	Work in a clean room environment
FDZPRDTP2A	Operate a depositing process
FDZPREP2A	Operate an evaporation process
FDZPRER2A	Operate an enrobing process
FDZPREX2A	Operate an extrusion process
FDZPRFP2A	Operate a filtration process
FDZPRFY2A	Operate a frying process
FDZPRHT2A	Operate a heat treatment process
FDZPRMBC2A	Operate a mixing/blending and cooking process
FDZPROD2A	Operate a drying process
FDZPROH2A	Operate an homogenising process
FDZPROR2A	Operate a retort process
FDZPRPP2A	Operate pumping equipment
FDZPRPR2A	Operate a production process
FDZPRRM2A	Pre-process raw materials
FDZPRRN2A	Operate a reduction process
FDZPRSEP2A	Operate a separation process
FDZPRSPS2A	Operate a spreads production process
FDZPRTC2A	Operate a chocolate tempering process
FDZPRWD2A	Operate a washing and drying process
FDZPRWP2A	Operate a water purification process

Specialist: Production Level 3

Code	Title
FDZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDZPRSP3A	Set up a production line for operation
FDZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 1

Code	Title
FDFRBFP1B	Finish products

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 1

Code	Title
WRRCA1B	Operate retail equipment
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers
WRR11B	Perform stock control procedures
WRRS1B	Sell products and services

Specialist: Retail/Small business Level 2

Code	Title
BSBCMN310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRRI5A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

FDF30103 Certificate III in Food Processing

AQF Level

Core Units

Specialist and Optional Units

No of Units Required

3

Total of 4 Core Units

FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures

FDFCORQFS3A Monitor the implementation of quality and food safety programs

FDFCORWCM2A Present and apply workplace information

FDFCORBM2A Use basic mathematical concepts

Total of 9 Specialist/Optional Units

FDFZPRSYS3A Operate processes in a production system**Plus: 2 pre-requisite AQF 2 units

Or

FDFZPKSYS3A Operate processes in a packaging system**Plus: 2 pre-requisite AQF 2 units

Plus

6 Units made up of:

- At least 2 and up to 5 units from the AQF 3 specialist or optional set.
- 1 unit from the AQF 1 specialist or optional sets.
- A maximum of 3 units from the AQF 2 specialist or optional sets.
- A maximum of 1 unit from the AQF 4 set of units.

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**** The units FDFZPRSYS3A Operate processes in a production system and FDFZPKSYS3A Operate processes in a packaging system have a pre-requisite requirement of two AQF 2 specialist units. The specialist units selected will depend on the type of product/packaging and processes required by the operator. These two pre-requisite units have already been counted within the total number of units specified for a given qualification.**

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate III in Food Processing:

- 13 Units

- 4 Core Units

Core (refer to the unit list at the end of this section)

- and 9 Specialist/Optional Units:

- 1 Unit and 2 pre-requisite AQF 2 specialist units

- FDFZPRSYS3A Operate processes in a production system

- FDFOPTSM3A Support and mentor individuals and groups

- and FDFZPRCI2A Operate a process control interface

- or FDFZPKSYS3A Operate processes in a packaging system

- FDFOPTSM3A Support and mentor individuals and groups

- and FDFZPRCI2A Operate a process control interface

- and 6 Units

- between 2 and 5 Units from the AQF 3 sets

- Specialist sets

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 3 (refer to the unit list at the end of this section)

- and 1 unit from the AQF 1 sets

- Optional sets

Optional: Level 1 (refer to the unit list at the end of this section)

- or Specialist sets

Specialist: Cleaning and sanitation Level 1 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 1 (refer to the unit list at the end of this section)

Specialist: Packaging Level 1 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 1 (refer to the unit list at the end of this section)

Specialist: Production Level 1 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 1 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 1 (refer to the unit list at the end of this section)

- and Maximum of 3 Units from the AQF 2 sets

- Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

- and Maximum of 1 from the AQF 4 sets

Specialist: Information Management Level 4 (refer to the unit list at the end of this section)

Specialist: People Management/Work Relationships Level 4 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 4 (refer to the unit list at the end of this section)

Specialist: Planning Level 4 (refer to the unit list at the end of this section)

Specialist: Process Improvement Level 4 (refer to the unit list at the end of this section)

Specialist: Technical Level 4 (refer to the unit list at the end of this section)

CORE UNITS

Core

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures
FDFCORQFS3A	Monitor the implementation of quality and food safety programs
FDFCORWCM2A	Present and apply workplace information

ELECTIVE UNITS

Optional: Level 1

Code	Title
FDFOPTENV1A	Follow work procedures to maintain environmental standards
FDFOPTMR1A	Measure and record workplace information
TDTA1497B	Use product knowledge to complete work operations
TDTD297B	Shift a load using manually-operated equipment

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
FDFOPTTG3A	Lead work teams and groups
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 1

Code	Title
FDFZCSAW1A	Operate automated washing equipment

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFOBP2B	Operate a bleaching process
FDFOCP2A	Operate a comploting process
FDFODP2B	Operate a deodorising process
FDFOFL2A	Operate a flake preparation process
FDFOFP2B	Operate a fractionation process
FDFOHP2B	Operate a hydrogenation process
FDFOIN2B	Operate an interesterification (IE) process
FDFONP2B	Operate a neutralisation process
FDFOSSP2A	Operate a soap splitting process
FDFOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFMCO2B	Operate a grain conditioning process
FDFMGC2B	Operate a grain cleaning process
FDFMPP2B	Operate a purification process
FDFMSG2B	Operate a scalping and grading process
FDFMSS2B	Operate a scratch and sizing process
FDFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Information Management Level 4

Code	Title
BSBCM405A	Analyse and present research information
BSBMGT504A	Manage budgets and financial plans
FDFIMEPC4A	Establish process capability
FDFIMMWB4A	Manage a work area within budget

Specialist: Materials handling Level 1

Code	Title
FDFZMHH1A	Carry out manual handling tasks

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 1

Code	Title
FDFZPKPM1A	Pack product manually

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: People Management/Work Relationships Level 4

Code	Title
BSBFLM502A	Provide leadership in the workplace
BSBMGT506A	Recruit, select and induct staff
FDFPMMAC5A	Manage supplier agreements and contracts
FDFPMMPW4A	Manage people in the work area
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace
PMAPER301A	Monitor and control work permits
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS403A	Develop assessment tools
TAAASS404A	Participate in assessment validation
TAADES402A	Design and develop learning programs

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Pharmaceutical Level 4

Code	Title
FDFPHCCP4A	Participate in change control procedures
FDFPHFCC4A	Facilitate contamination control
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice
FDFPHRNC4A	Respond to non-conformance
FDFPHRWD4A	Prepare and review workplace documentation to support GMP
FDFPHVP4A	Participate in validation processes
MCMC410A	Lead change in a manufacturing environment
MCMS401A	Ensure process improvements are sustained
MCMT421A	Facilitate a Just in Time (JIT) system
MCMT430A	Improve cost factors in work practices
MCMT432A	Analyse manual handling processes
MCMT440A	Lead 5S in a manufacturing environment
MCMT450A	Undertake process capability improvements
MCMT451A	Mistake proof a production process
MCMT460A	Facilitate the use of planning software systems in manufacturing
MCMT461A	Facilitate SCADA systems in a manufacturing team or work area

Specialist: Planning Level 4

Code	Title
FDFPLPCM4A	Plan and co-ordinate maintenance
FDFPLSCP4A	Schedule and manage production

Specialist: Plant Baking Bread Level 1

Code	Title
FDFPBW1A	Participate effectively in a workplace environment (plant baking)

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBBFP3A	Operate a final proof and baking process
FDFPBBMU3A	Operate a dough make up process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receive and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 1

Code	Title
FDFZPMBM1A	Prepare basic mixes
FDFZPMIS1A	Inspect and sort materials and product

Specialist: Preparation and mixing Level 2

Code	Title
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process

Specialist: Process Improvement Level 4

Code	Title
BSBCMN412A	Promote innovation and change
BSBFLM507A	Manage quality customer service
FDFPIOWP4A	Optimise a work process

Specialist: Production Level 1

Code	Title
FDFZPRBE1A	Operate basic equipment
FDFZPRMP1A	Monitor process operation
FDFZPRW1A	Participate effectively in a workplace environment

Specialist: Production Level 2

Code	Title
FDFZPRBP2A	Operate a baking process
FDFZPRCI2A	Operate a process control interface
FDFZPRCP2A	Operate a coating application process
FDFZPRCR2A	Work in a clean room environment
FDFZPRDTP2A	Operate a depositing process
FDFZPREP2A	Operate an evaporation process
FDFZPRER2A	Operate an enrobing process
FDFZPREX2A	Operate an extrusion process
FDFZPRFP2A	Operate a filtration process
FDFZPRFY2A	Operate a frying process
FDFZPRHT2A	Operate a heat treatment process
FDFZPRMBC2A	Operate a mixing/blending and cooking process
FDFZPROD2A	Operate a drying process
FDFZPROH2A	Operate an homogenising process
FDFZPROR2A	Operate a retort process
FDFZPRPP2A	Operate pumping equipment
FDFZPRPR2A	Operate a production process
FDFZPRRM2A	Pre-process raw materials
FDFZPRRN2A	Operate a reduction process
FDFZPRSEP2A	Operate a separation process
FDFZPRSPS2A	Operate a spreads production process
FDFZPRTC2A	Operate a chocolate tempering process
FDFZPRWD2A	Operate a washing and drying process
FDFZPRWP2A	Operate a water purification process

Specialist: Production Level 3

Code	Title
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 1

Code	Title
FDFRBFP1B	Finish products

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 1

Code	Title
WRRCA1B	Operate retail equipment
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers
WRR11B	Perform stock control procedures
WRRS1B	Sell products and services

Specialist: Retail/Small business Level 2

Code	Title
BSBCM310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRRI5A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

Specialist: Technical Level 4

Code	Title
FDFOPHCP3A	Participate in a HACCP team
FDFTECCCS4A	Control food contamination and spoilage
FDFTECENG4A	Apply basic engineering principles to a food production process
FDFTECENV4A	Manage the implementation of environmental management policies and procedures in the workplace
FDFTECFAD4A	Apply an understanding of food additives
FDFTECLEG4A	Apply an understanding of legal requirements in food production
FDFTECNUM4A	Describe and analyse data using mathematical principles
FDFTECPAK4A	Apply principles of food packaging
FDFTECPSC4A	Identify the physical and chemical properties of materials, food and related products
FDFTECWTP4A	Manage water treatment processes

Elective Units referenced in the Packaging Rules

Code	Title
FDFOPTSM3A	Support and mentor individuals and groups
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRCI2A	Operate a process control interface
FDFZPRSYS3A	Operate processes in a production system

FDF30203 Certificate III in Pharmaceutical Manufacturing

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
3	<p>Total of 4 Core Units</p> <p>FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures</p> <p>FDFPHGMP3A Monitor the implementation of Good Manufacturing Practice procedures</p> <p>FDFCORWCM2A Present and apply workplace information</p> <p>FDFCORBM2A Use basic mathematical concepts</p>	<p>Total of 9 Specialist/Optional Units</p> <p>FDFZPRSYS3A Operate processes in a production system**Plus: 2 pre-requisite AQF 2 units</p> <p>Or</p> <p>FDFZPKSYS3A Operate processes in a packaging system**Plus: 2 pre-requisite AQF 2 units</p> <p>Plus</p> <p>6 Units made up of:</p> <ul style="list-style-type: none"> • At least 2 and up to 5 units from the AQF 3 specialist or optional sets. • 1 unit from the AQF 1 specialist or optional sets. • A maximum of 3 units from the AQF 2 specialist or optional sets. • A maximum of 1 unit from the AQF 4 set of units. 	13

**** The units FDFZPRSYS3A Operate processes in a production system and FDFZPKSYS3A Operate processes in a packaging system have a pre-requisite requirement of two AQF 2 specialist units. The specialist units selected will depend on the type of product/packaging and processes required by the operator. These two pre-requisite units have already been counted within the total number of units specified for a given qualification.**

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate III in Pharmaceutical Manufacturing:

- 13 Units

- 4 Core Units

Core (refer to the unit list at the end of this section)

- and 9 Specialist/Optional Units

- 1 Unit and 2 pre-requisite AQF 2 specialist units

- FDFZPRSYS3A Operate processes in a production system

- FDFOPTSM3A Support and mentor individuals and groups

- and FDFZPRCI2A Operate a process control interface

- or FDFZPKSYS3A Operate processes in a packaging system

- FDFOPTSM3A Support and mentor individuals and groups

- and FDFZPRCI2A Operate a process control interface

- and 6 Units

- between 2 and 5 Units from the AQF 3 sets

- Specialist sets

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 3 (refer to the unit list at the end of this section)

- and 1 unit from the AQF 1 sets

- Specialist sets

Specialist: Cleaning and sanitation Level 1 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 1 (refer to the unit list at the end of this section)

Specialist: Packaging Level 1 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 1 (refer to the unit list at the end of this section)

Specialist: Production Level 1 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 1 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 1 (refer to the unit list at the end of this section)

- or Optional set

Optional: Level 1 (refer to the unit list at the end of this section)

- and Maximum of 3 Units from the AQF 2 sets

- Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

- and Maximum of 1 from the AQF 4 set

Specialist: Information Management Level 4 (refer to the unit list at the end of this section)

Specialist: People Management/Work Relationships Level 4 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 4 (refer to the unit list at the end of this section)

Specialist: Planning Level 4 (refer to the unit list at the end of this section)

Specialist: Process Improvement Level 4 (refer to the unit list at the end of this section)

Specialist: Technical Level 4 (refer to the unit list at the end of this section)

CORE UNITS

Core

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures
FDFCORWCM2A	Present and apply workplace information
FDFPHGMP3A	Monitor the implementation of Good Manufacturing Practice procedures

ELECTIVE UNITS

Optional: Level 1

Code	Title
FDFOPTENV1A	Follow work procedures to maintain environmental standards
FDFOPTMR1A	Measure and record workplace information
TDTA1497B	Use product knowledge to complete work operations
TDTD297B	Shift a load using manually-operated equipment

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
FDFOPTTG3A	Lead work teams and groups
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 1

Code	Title
FDFZCSAW1A	Operate automated washing equipment

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFOBP2B	Operate a bleaching process
FDFOCP2A	Operate a complecting process
FDFODP2B	Operate a deodorising process
FDFOFL2A	Operate a flake preparation process
FDFOFP2B	Operate a fractionation process
FDFOHP2B	Operate a hydrogenation process
FDFOIN2B	Operate an interesterification (IE) process
FDFONP2B	Operate a neutralisation process
FDFOSSP2A	Operate a soap splitting process
FDFOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFMCO2B	Operate a grain conditioning process
FDFMGC2B	Operate a grain cleaning process
FDFMPP2B	Operate a purification process
FDFMSG2B	Operate a scalping and grading process
FDFMSS2B	Operate a scratch and sizing process
FDFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Information Management Level 4

Code	Title
BSBCM405A	Analyse and present research information
BSBMGT504A	Manage budgets and financial plans
FDFIMEPC4A	Establish process capability
FDFIMMWB4A	Manage a work area within budget

Specialist: Materials handling Level 1

Code	Title
FDFZMHHM1A	Carry out manual handling tasks

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 1

Code	Title
FDFZPKPM1A	Pack product manually

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: People Management/Work Relationships Level 4

Code	Title
BSBFLM502A	Provide leadership in the workplace
BSBMGT506A	Recruit, select and induct staff
FDFPMMAC5A	Manage supplier agreements and contracts
FDFPMMPW4A	Manage people in the work area
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace
PMAPER301A	Monitor and control work permits
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS403A	Develop assessment tools
TAAASS404A	Participate in assessment validation
TAADES402A	Design and develop learning programs

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Pharmaceutical Level 4

Code	Title
FDFPHCCP4A	Participate in change control procedures
FDFPHFCC4A	Facilitate contamination control
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice
FDFPHRNC4A	Respond to non-conformance
FDFPHRWD4A	Prepare and review workplace documentation to support GMP
FDFPHVP4A	Participate in validation processes
MCMC410A	Lead change in a manufacturing environment
MCMS401A	Ensure process improvements are sustained
MCMT421A	Facilitate a Just in Time (JIT) system
MCMT430A	Improve cost factors in work practices
MCMT432A	Analyse manual handling processes
MCMT440A	Lead 5S in a manufacturing environment
MCMT450A	Undertake process capability improvements
MCMT451A	Mistake proof a production process
MCMT460A	Facilitate the use of planning software systems in manufacturing
MCMT461A	Facilitate SCADA systems in a manufacturing team or work area

Specialist: Planning Level 4

Code	Title
FDFPLPCM4A	Plan and co-ordinate maintenance
FDFPLSCP4A	Schedule and manage production

Specialist: Plant Baking Bread Level 1

Code	Title
FDFPBW1A	Participate effectively in a workplace environment (plant baking)

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBBFP3A	Operate a final proof and baking process
FDFPBBMU3A	Operate a dough make up process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receipt and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 1

Code	Title
FDFZPMBM1A	Prepare basic mixes
FDFZPMIS1A	Inspect and sort materials and product

Specialist: Preparation and mixing Level 2

Code	Title
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process

Specialist: Process Improvement Level 4

Code	Title
BSBCMN412A	Promote innovation and change
BSBFLM507A	Manage quality customer service
FDFPIOWP4A	Optimise a work process

Specialist: Production Level 1

Code	Title
FDFZPRBE1A	Operate basic equipment
FDFZPRMP1A	Monitor process operation
FDFZPRW1A	Participate effectively in a workplace environment

Specialist: Production Level 2

Code	Title
FDZPRBP2A	Operate a baking process
FDZPRCI2A	Operate a process control interface
FDZPRCP2A	Operate a coating application process
FDZPRCR2A	Work in a clean room environment
FDZPRDTP2A	Operate a depositing process
FDZPREP2A	Operate an evaporation process
FDZPRER2A	Operate an enrobing process
FDZPREX2A	Operate an extrusion process
FDZPRFP2A	Operate a filtration process
FDZPRFY2A	Operate a frying process
FDZPRHT2A	Operate a heat treatment process
FDZPRMBC2A	Operate a mixing/blending and cooking process
FDZPROD2A	Operate a drying process
FDZPROH2A	Operate an homogenising process
FDZPROR2A	Operate a retort process
FDZPRPP2A	Operate pumping equipment
FDZPRPR2A	Operate a production process
FDZPRRM2A	Pre-process raw materials
FDZPRRN2A	Operate a reduction process
FDZPRSEP2A	Operate a separation process
FDZPRSPS2A	Operate a spreads production process
FDZPRTC2A	Operate a chocolate tempering process
FDZPRWD2A	Operate a washing and drying process
FDZPRWP2A	Operate a water purification process

Specialist: Production Level 3

Code	Title
FDZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDZPRSP3A	Set up a production line for operation
FDZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 1

Code	Title
FDZPRBFP1B	Finish products

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 1

Code	Title
WRRCA1B	Operate retail equipment
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers
WRR11B	Perform stock control procedures
WRRS1B	Sell products and services

Specialist: Retail/Small business Level 2

Code	Title
BSBCMN310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRRI5A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

Specialist: Technical Level 4

Code	Title
FDFOPHCP3A	Participate in a HACCP team
FDFTECCCS4A	Control food contamination and spoilage
FDFTECENG4A	Apply basic engineering principles to a food production process
FDFTECENV4A	Manage the implementation of environmental management policies and procedures in the workplace
FDFTECFAD4A	Apply an understanding of food additives
FDFTECLEG4A	Apply an understanding of legal requirements in food production
FDFTECNUM4A	Describe and analyse data using mathematical principles
FDFTECPAK4A	Apply principles of food packaging
FDFTECPSC4A	Identify the physical and chemical properties of materials, food and related products
FDFTECWTP4A	Manage water treatment processes

Elective Units referenced in the Packaging Rules

Code	Title
FDFOPTSM3A	Support and mentor individuals and groups
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRCI2A	Operate a process control interface
FDFZPRSYS3A	Operate processes in a production system

FDF30303 Certificate III in Food Processing (Plant Baking)

Table 7: Packaging Rules - Certificates I and III in Food Processing (Plant Baking) for Production Workers continued

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
3	<p><u>Total of 4 Core Units</u></p> <p>FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures</p> <p>FDFCORQFS3A Monitor the implementation of quality and food safety programs</p> <p>FDFCORWCM2A Present and apply workplace information</p> <p>FDFCORBM2A Use basic mathematical concepts</p>	<p><u>Total of 9 Specialist/Optional Units</u></p> <p>9 Units made up of:</p> <ul style="list-style-type: none"> • 3 units from the AQF 3 Plant Baking specialist set. • 1 unit from the AQF 1 Plant Baking specialist set. • A maximum of 5 units from the AQF 3 specialist or optional sets. • A maximum of 2 units from the AQF 2 specialist or optional sets. • A maximum of 1 unit from the AQF 4 set of units. 	13

Table 8: Packaging Rules - Certificates I-III in Food Processing (Plant Baking) for Packing Room Employees continued

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
3	<p><u>Total of 4 Core Units</u></p> <p>FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures</p> <p>FDFCORQFS3A Monitor the implementation of quality and food safety programs</p> <p>FDFCORWCM2A Present and apply workplace information</p> <p>FDFCORBM2A Use basic mathematical concepts</p>	<p><u>Total of 6 Specialist/Optional Units</u></p> <p>6 Units made up of:</p> <ul style="list-style-type: none"> • At least 1 and up to 3 units from the AQF 3 specialist set. • At least 2 and up to 4 units from the AQF 3 specialist or optional sets. • 1 unit from the AQF 1 Plant Baking specialist or optional sets. • A maximum of 2 units from the AQF 2 specialist or optional sets. • A maximum of 1 unit from the AQF 4 set of units. 	10

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate III in Food Processing (Plant Baking):

Production Workers

- 13 units :
 - 4 Core Units
 - Core (refer to the unit list at the end of this section)*
 - and 9 Specialist/Optional Units:
 - 3 Units from the AQF 3 Plant Baking Specialist set
 - Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)*
 - and 1 unit from the AQF 1 Plant Baking Specialist set
 - Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)*
 - and Maximum of 5 Units from the AQF 3 sets
 - Specialist sets
 - Specialist: Packaging Level 3 (refer to the unit list at the end of this section)*
 - Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)*
 - Specialist: Poultry Level 3 (refer to the unit list at the end of this section)*
 - Specialist: Production Level 3 (refer to the unit list at the end of this section)*
 - Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)*
 - or Optional sets
 - Optional: Level 3 (refer to the unit list at the end of this section)*
 - and Maximum of 2 Units from the AQF 2 sets
 - Specialist sets
 - Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Cake Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Coffee Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Honey Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Ice Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Packaging Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Poultry Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Production Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)*
 - and Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

- and Maximum of 1 from the AQF 4 sets

Specialist: Information Management Level 4 (refer to the unit list at the end of this section)

Specialist: People Management/Work Relationships Level 4 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 4 (refer to the unit list at the end of this section)

Specialist: Planning Level 4 (refer to the unit list at the end of this section)

Specialist: Process Improvement Level 4 (refer to the unit list at the end of this section)

Specialist: Technical Level 4 (refer to the unit list at the end of this section)

or

Packing Room Employees

- 10 Units

- 4 Core Units

Core (refer to the unit list at the end of this section)

- and 6 Specialist/Optional Units

- between 1 and 3 Units from the AQF 3 Specialist sets

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- and between 2 and 4 Units from the AQF 3 sets

- Specialist sets

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 3 (refer to the unit list at the end of this section)

- and 1 unit from the AQF 1 Plant Baking Specialist or Optional set

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

- and Maximum of 2 Units from the AQF 2 sets

- Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

- and Maximum of 1 Unit from the AQF 4 set

Specialist: Information Management Level 4 (refer to the unit list at the end of this section)

Specialist: People Management/Work Relationships Level 4 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 4 (refer to the unit list at the end of this section)

Specialist: Planning Level 4 (refer to the unit list at the end of this section)

Specialist: Process Improvement Level 4 (refer to the unit list at the end of this section)

Specialist: Technical Level 4 (refer to the unit list at the end of this section)

CORE UNITS

Core

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures
FDFCORQFS3A	Monitor the implementation of quality and food safety programs
FDFCORWCM2A	Present and apply workplace information

ELECTIVE UNITS

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
FDFOPTTG3A	Lead work teams and groups
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFEOBP2B	Operate a bleaching process
FDFEOCP2A	Operate a complecting process
FDFEODP2B	Operate a deodorising process
FDFEOFL2A	Operate a flake preparation process
FDFEOFP2B	Operate a fractionation process
FDFEOHP2B	Operate a hydrogenation process
FDFEOIN2B	Operate an interesterification (IE) process
FDFEONP2B	Operate a neutralisation process
FDFEOSSP2A	Operate a soap splitting process
FDFEOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMMSG2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Information Management Level 4

Code	Title
BSBCM405A	Analyse and present research information
BSBMGT504A	Manage budgets and financial plans
FDFIMEPC4A	Establish process capability
FDFIMMWB4A	Manage a work area within budget

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: People Management/Work Relationships Level 4

Code	Title
BSBFLM502A	Provide leadership in the workplace
BSBMGT506A	Recruit, select and induct staff
FDFPMMAC5A	Manage supplier agreements and contracts
FDFPMPW4A	Manage people in the work area
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace
PMAPER301A	Monitor and control work permits
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS403A	Develop assessment tools
TAAASS404A	Participate in assessment validation
TAADES402A	Design and develop learning programs

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Pharmaceutical Level 4

Code	Title
FDFPHCCP4A	Participate in change control procedures
FDFPHFCC4A	Facilitate contamination control
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice
FDFPHRNC4A	Respond to non-conformance
FDFPHRWD4A	Prepare and review workplace documentation to support GMP
FDFPHVP4A	Participate in validation processes
MCMC410A	Lead change in a manufacturing environment
MCMS401A	Ensure process improvements are sustained
MCMT421A	Facilitate a Just in Time (JIT) system
MCMT430A	Improve cost factors in work practices
MCMT432A	Analyse manual handling processes
MCMT440A	Lead 5S in a manufacturing environment
MCMT450A	Undertake process capability improvements
MCMT451A	Mistake proof a production process
MCMT460A	Facilitate the use of planning software systems in manufacturing
MCMT461A	Facilitate SCADA systems in a manufacturing team or work area

Specialist: Planning Level 4

Code	Title
FDFPLPCM4A	Plan and co-ordinate maintenance
FDFPLSCP4A	Schedule and manage production

Specialist: Plant Baking Bread Level 1

Code	Title
FDFPBW1A	Participate effectively in a workplace environment (plant baking)

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBFBP3A	Operate a final proof and baking process
FDFPBMMU3A	Operate a dough make up process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receipt and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 2

Code	Title
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process

Specialist: Process Improvement Level 4

Code	Title
BSBCM412A	Promote innovation and change
BSBFLM507A	Manage quality customer service
FDFPIOWP4A	Optimise a work process

Specialist: Production Level 2

Code	Title
FDZPRBP2A	Operate a baking process
FDZPRCI2A	Operate a process control interface
FDZPRCP2A	Operate a coating application process
FDZPRCR2A	Work in a clean room environment
FDZPRDTP2A	Operate a depositing process
FDZPREP2A	Operate an evaporation process
FDZPRER2A	Operate an enrobing process
FDZPREX2A	Operate an extrusion process
FDZPRFP2A	Operate a filtration process
FDZPRFY2A	Operate a frying process
FDZPRHT2A	Operate a heat treatment process
FDZPRMBC2A	Operate a mixing/blending and cooking process
FDZPROD2A	Operate a drying process
FDZPROH2A	Operate an homogenising process
FDZPROR2A	Operate a retort process
FDZPRPP2A	Operate pumping equipment
FDZPRPR2A	Operate a production process
FDZPRRM2A	Pre-process raw materials
FDZPRRN2A	Operate a reduction process
FDZPRSEP2A	Operate a separation process
FDZPRSPS2A	Operate a spreads production process
FDZPRTC2A	Operate a chocolate tempering process
FDZPRWD2A	Operate a washing and drying process
FDZPRWP2A	Operate a water purification process

Specialist: Production Level 3

Code	Title
FDZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDZPRSP3A	Set up a production line for operation
FDZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 2

Code	Title
BSBCMN310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRRI5A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

Specialist: Technical Level 4

Code	Title
FDFOPHCP3A	Participate in a HACCP team
FDFTECCCS4A	Control food contamination and spoilage
FDFTECENG4A	Apply basic engineering principles to a food production process
FDFTECENV4A	Manage the implementation of environmental management policies and procedures in the workplace
FDFTECFAD4A	Apply an understanding of food additives
FDFTECLEG4A	Apply an understanding of legal requirements in food production
FDFTECNUM4A	Describe and analyse data using mathematical principles
FDFTECPAK4A	Apply principles of food packaging
FDFTECPSC4A	Identify the physical and chemical properties of materials, food and related products
FDFTECWTP4A	Manage water treatment processes

FDF30403 Certificate III in Food Processing (Wine)

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate III in Food Processing (Wine):

- **96 points:**
 - **12 points from Core Pool 1**
Core: Level 1 (refer to the unit list at the end of this section)
 - **and 12 points from Core Pool 2**
Core: Level 2 (refer to the unit list at the end of this section)
 - **and 12 points from Core Pool 3**
Core: Level 3 (refer to the unit list at the end of this section)
 - **and 4 points from Perform effectively in the workplace FDFWIUNDB Perform effectively in the workplace (induction)**
 - **and 56 points where:**
 - **12 or more points are from Specialist units**
Specialist: Bottling and Packaging Pool 3 (refer to the unit list at the end of this section)
 - **and between 0 and 44 points from:**
 - **Optional units**
Optional Pool 3 (refer to the unit list at the end of this section)
 - **and/or Specialist units**
Specialist: Bottling and Packaging Pool 3 (refer to the unit list at the end of this section)
 - **and the pool requirements for Specialist / Optional points are:**
 - **between 4 and 18 points from Pool 1**
Optional Pool 1 (refer to the unit list at the end of this section)
Optional Pool 1 or 2 (refer to the unit list at the end of this section)
Specialist: Bottling and Packaging Pool 1 (refer to the unit list at the end of this section)
Specialist: Bottling and Packaging Pool 1 or 2 (refer to the unit list at the end of this section)
Specialist: Cellar Door Sales Pool 1 (refer to the unit list at the end of this section)
Specialist: Cellar Door Sales Pool 1 or 2 (refer to the unit list at the end of this section)
Specialist: Laboratory Pool 1 (refer to the unit list at the end of this section)
Specialist: Laboratory Pool 1 or 2 (refer to the unit list at the end of this section)
Specialist: Wine Grape Growing Pool 1 (refer to the unit list at the end of this section)
Specialist: Wine Grape Growing Pool 1 or 2 (refer to the unit list at the end of this section)
 - **and 14 or more points from Pool 2**
Optional Pool 2 (refer to the unit list at the end of this section)
Optional Pool 2 or 3 (refer to the unit list at the end of this section)
Specialist: Bottling and Packaging Pool 2 (refer to the unit list at the end of this section)
Specialist: Bottling and Packaging Pool 2 or 3 (refer to the unit list at the end of this section)
Specialist: Cellar Door Sales Pool 2 (refer to the unit list at the end of this section)
Specialist: Cellar Door Sales Pool 2 or 3 (refer to the unit list at the end of this section)
Specialist: Laboratory Pool 2 (refer to the unit list at the end of this section)

Specialist: Laboratory Pool 2 or 3 (refer to the unit list at the end of this section)

Specialist: Wine Grape Growing Pool 2 (refer to the unit list at the end of this section)

Specialist: Wine Grape Growing Pool 2 or 3 (refer to the unit list at the end of this section)

- and between 16 and 36 points from Pool 3

Optional Pool 3 (refer to the unit list at the end of this section)

Specialist: Bottling and Packaging Pool 3 (refer to the unit list at the end of this section)

Specialist: Cellar Door Sales Pool 3 (refer to the unit list at the end of this section)

Specialist: Laboratory Pool 3 (refer to the unit list at the end of this section)

Specialist: Wine Grape Growing Pool 3 (refer to the unit list at the end of this section)

CORE UNITS

Core: Level 1

Code	Title
FDFCORFSY1A	Follow work procedures to maintain food safety
FDFCORHS1A	Follow work procedures to maintain health and safety
FDFCORQAS1A	Follow work procedures to maintain quality
FDFCORWCM1A	Communicate workplace information

Core: Level 2

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORFSY2A	Implement the food safety program and procedures
FDFCORHS2A	Implement occupational health and safety systems and procedures
FDFCORQAS2A	Implement quality systems and procedures
FDFCORWCM2A	Present and apply workplace information

Core: Level 3

Code	Title
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures
FDFCORQFS3A	Monitor the implementation of quality and food safety programs

Core Units referenced in the Packaging Rules

Code	Title
FDFWIUINDB	Perform effectively in the workplace (induction)

ELECTIVE UNITS

Optional Pool 1

Code	Title
BSBCMN107A	Operate a personal computer
FDFZCSCS2A	Clean and sanitize equipment
TDTA1497B	Use product knowledge to complete work operations
TDTD197B	Shift materials safely using manual handling methods
TDTD297B	Shift a load using manually-operated equipment
THHBFB00B	Clean and tidy bar areas
THHBFB01B	Operate a bar
THHBH01B	Provide housekeeping services to guests
THHCOR02B	Work in a socially diverse environment
THHGFA01B	Process financial transactions
THHGGA01B	Communicate on the telephone
THHGGA02B	Perform office procedures
THHGHS02B	Clean premises and equipment
THTSOP06B	Receive and process reservations
THTTCO01B	Develop and update tourism industry knowledge

Optional Pool 1 or 2

Code	Title
FDFOPTISP2A	Implement sampling procedures
MEM181AB	Use hand tools

Optional Pool 2

Code	Title
BSBCMN213A	Produce simple word-processed documents
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTENV2A	Implement environmental policies and procedures
FDFOPTTG2A	Participate in work teams and groups
FDFZCSCIP2A	Clean equipment in place
MEM182AA	Use power tools/hand held operations
MEM92AA	Interpret technical drawing
PMLTEST300A	Perform basic tests
RTC2304A	Operate and maintain chainsaws
RTE2205A	Fabricate and repair metal or plastic structures
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1197B	Package goods
TDTA1297B	Pick and process orders
TDTA1397B	Receive goods
TDTA2097B	Replenish stock
TDTA2197B	Despatch stock
TDTA2297B	Participate in stocktakes
TDTA997B	Complete and check import/export documentation
TDTB998B	Check conveyor operational status
TDTD1097B	Operate a forklift
TDTD2298B	Conduct weighbridge operations
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTK197B	Use infotechnology devices and computer applications in the workplace
TDTQ798B	Prepare and process financial documents
THHBFB03B	Provide food and beverage service

Optional Pool 2 or 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRSYS3A	Operate processes in a production system

Optional Pool 3

Code	Title
BSBCM306A	Produce business documents
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTAP3A	Participate in an Audit Process
FDFOPTPIP3A	Participate in improvement processes
FDFOPTTG3A	Lead work teams and groups
FDFZPRSP3A	Set up a production line for operation
MEM153AA	Use improvement processes in team activities
RTC2301A	Undertake operational maintenance of machinery
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1097B	Coordinate goods to bond premises
TDTA1597B	Complete receival/despatch documentation
TDTA1697B	Use inventory systems to organise stock control
TDTA1797B	Apply product knowledge to organise work operations
TDTA1897B	Organise despatch operations
TDTA1997B	Organise receival operations
TDTA2497B	Organise warehouse records operations
TDTA2698B	Monitor storage facilities
TDTD1197B	Conduct specialised forklift operations

Specialist: Bottling and Packaging Pool 1

Code	Title
FDFBPMANA	Operate manual bottling and packaging processes
FDFBPPALA	Operate the palletising process

Specialist: Bottling and Packaging Pool 1 or 2

Code	Title
FDFBPBCAA	Operate the bottle capsuling process
FDFBPBSUA	Operate the bottle supply process
FDFBPCEPA	Operate the carton erection process
FDFBPCPA	Operate the carton packing process

Specialist: Bottling and Packaging Pool 2

Code	Title
FDFBPBSEA	Operate the bottle sealing process
FDFBPPECOA	Operate the electronic coding process
FDFBPSPGA	Operate traditional sparkling wine processes
FDFBPPTIRA	Operate the tirage and transfer process

Specialist: Bottling and Packaging Pool 2 or 3

Code	Title
FDFBPPECB	Perform packaging equipment changeover

Specialist: Bottling and Packaging Pool 3

Code	Title
FDFBPBFBP	Operate the bottle filling process
FDFBPPLPB	Operate the labelling process
FDFBPSPFB	Operate the softpack filling process

Specialist: Cellar Door Sales Pool 1

Code	Title
THHBF09B	Provide responsible service of alcohol

Specialist: Cellar Door Sales Pool 1 or 2

Code	Title
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers

Specialist: Cellar Door Sales Pool 2

Code	Title
BSBCMN306A	Produce business documents
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPAP3A	Participate in an Audit Process
FDFOPTPIP3A	Participate in improvement processes
FDFOPTTG3A	Lead work teams and groups
FDFZPRSP3A	Set up a production line for operation
MEM153AA	Use improvement processes in team activities
RTC2301A	Undertake operational maintenance of machinery
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills

Specialist: Cellar Door Sales Pool 2 or 3

Code	Title
WRRCA5B	Operate retail information technology systems

Specialist: Cellar Door Sales Pool 3

Code	Title
BSBCMN306A	Produce business documents
FDFOPTENV3A	Monitor the implementation of environmental management policies
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills

Specialist: Laboratory Pool 1

Code	Title
BSBCMN306A	Produce business documents
TAAASS401A	Plan and organise assessment

Specialist: Laboratory Pool 1 or 2

Code	Title
BSBCM306A	Produce business documents
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPAP3A	Participate in an Audit Process
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills

Specialist: Laboratory Pool 2

Code	Title
FDFLABSLSB	Standardise laboratory solutions

Specialist: Laboratory Pool 2 or 3

Code	Title
FDFLABALDA	Analyse laboratory data
FDFLABPQCA	Perform packaging quality control procedures
FDFLABPSSB	Prepare product or show samples

Specialist: Laboratory Pool 3

Code	Title
FDFLABCOMA	Use computer technology for laboratory applications
FDFLABNRTA	Perform non-routine or specialised tests
FDFLABTSHA	Perform routine troubleshooting procedures
PMLTEST302A	Calibrate testing equipment and assist with maintenance
PMLTEST400A	Perform instrumental tests/procedures

Specialist: Wine Grape Growing Pool 1

Code	Title
FDFWGGCMBB	Carry out basic canopy maintenance
FDFWGGPGHB	Pick grapes by hand
FDFWGGPVHB	Plant vines by hand
FDFWGGVCB	Take vine cuttings

Specialist: Wine Grape Growing Pool 1 or 2

Code	Title
FDFWGGBGVB	Bench graft vines
FDFWGGCPOB	Carry out potting operations
FDFWGGDURB	Dig up rootlings
FDFWGGHPVB	Hand prune vines
FDFWGGISMB	Undertake irrigation systems maintenance activities
FDFWGGMCEB	Maintain callusing environment
FDFWGGPVCB	Process vine cuttings
FDFWGGPVRB	Process vine rootlings
FDFWGGTCPB	Tend containerised nursery plants
FDFWGGTVB	Train vines

Specialist: Wine Grape Growing Pool 2

Code	Title
FDFWGGCMSB	Operate specialised canopy management equipment
FDFWGGFGVB	Field graft vines
FDFWGGICB	Install irrigation components
FDFWGGIPDB	Identify and treat nursery plant disorders
FDFWGGIRB	Deliver injection requirements
FDFWGGISB	Operate the irrigation system
FDFWGGMHSB	Support mechanical harvesting operations
FDFWGGMVTB	Install and maintain vine trellis
FDFWGGPDDA	Recognise disorders and identify pests and diseases
FDFWGGVEQB	Operate vineyard equipment
FDFWGGVPCB	Perform vertebrate pest control activities
RTC2309A	Operate tractors
RTC2706A	Apply chemicals under supervision

Specialist: Wine Grape Growing Pool 2 or 3

Code	Title
FDFWGGHWTB	Carry out hot water treatment
FDFWGGOCSB	Operate nursery cold storage facilities
FDFWGGSSSEB	Operate spreading and seeding equipment

Specialist: Wine Grape Growing Pool 3

Code	Title
FDFWGGCBAB	Apply chemicals and biological agents
FDFWGGCCMA	Coordinate canopy management activities
FDFWGGCHAB	Coordinate crop harvesting activities
FDFWGGCNAB	Coordinate nursery activities
FDFWGGFNAB	Perform field nursery activities
FDFWGGHPB	Coordinate hand pruning activities
FDFWGGISIB	Implement an irrigation schedule
FDFWGGMHB	Operate a mechanical harvester
FDFWGGMNPB	Monitor and maintain nursery plants
FDFWGGSPB	Implement a soil management program
FDFWGGSNAB	Perform shed nursery activities
FDFWGGVDDB	Monitor and control vine disorders and damage
RTF3011A	Implement a plant establishment program

FDF30503 Certificate III in Food Processing (Retail Baking - Cake and Pastry)

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
3	<p><u>Total of 4 Core Units</u></p> <p>FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures</p> <p>FDFCORQFS3A Monitor the implementation of quality and food safety programs</p> <p>FDFCORWCM2A Present and apply workplace information</p> <p>FDFCORBM2A Use basic mathematical concepts</p>	<p><u>Total of 11 Specialist/Optional Units</u></p> <p>FDFRBDPC3A Diagnose and respond to product and process faults (pastry, cake and cookies)</p> <p>FDFRBPP2B Produce pastry</p> <p>FDFRBPF2B Prepare fillings</p> <p>FDFRBFF2B Form and fill pastry products</p> <p>FDFRBBP2B Bake pastry products</p> <p>FDFRBPC2B Produce sponge, cake and cookie batter</p> <p>FDFRBBC2B Bake sponges, cakes and cookies</p> <p>FDFRBDC2B Decorate cakes and cookies</p> <p>Plus 3 units made up of:</p> <ul style="list-style-type: none"> • 1 unit from the AQF 1 specialist or optional sets. • At least 1 and up to 2 units from the AQF 3 specialist or optional sets. • A maximum of 1 unit from the AQF 2 specialist or optional sets. 	15

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate III in Food Processing (Retail Baking - Cake and Pastry):

- 15 Units

- 4 Core Units

Core (refer to the unit list at the end of this section)

- and 11 Specialist/Optional Units

- FDFRBDPC3A Diagnose and respond to product and process faults (pastry, cake and cookies)

- and FDFRBPP2B Produce pastry

- and FDFRBPF2B Prepare fillings

- and FDFRBF2B Form and fill pastry products

- and FDFRBPP2B Bake pastry products

- and FDFRBPC2B Produce sponge, cake and cookie batter

- and FDFRBBC2B Bake sponges, cakes and cookies

- and FDFRBDPC2B Decorate cakes and cookies

- and 3 Units

- 1 unit is from the AQF 1 sets

- Specialist sets

Specialist: Cleaning and sanitation Level 1 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 1 (refer to the unit list at the end of this section)

Specialist: Packaging Level 1 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 1 (refer to the unit list at the end of this section)

Specialist: Production Level 1 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 1 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 1 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 1 (refer to the unit list at the end of this section)

- and between 1 and 2 Units from the AQF 3 sets

- Specialist sets

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 3 (refer to the unit list at the end of this section)

- and Maximum of 1 from the AQF 2 sets

- Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

CORE UNITS

Core

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures
FDFCORQFS3A	Monitor the implementation of quality and food safety programs
FDFCORWCM2A	Present and apply workplace information

ELECTIVE UNITS

Optional: Level 1

Code	Title
FDFOPTENV1A	Follow work procedures to maintain environmental standards
FDFOPTMR1A	Measure and record workplace information
TDTA1497B	Use product knowledge to complete work operations
TDTD297B	Shift a load using manually-operated equipment

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
FDFOPTTG3A	Lead work teams and groups
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 1

Code	Title
FDFZCSAW1A	Operate automated washing equipment

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFEOBP2B	Operate a bleaching process
FDFEOCP2A	Operate a complecting process
FDFEODP2B	Operate a deodorising process
FDFEOfL2A	Operate a flake preparation process
FDFEOfP2B	Operate a fractionation process
FDFEOfP2B	Operate a hydrogenation process
FDFEOfN2B	Operate an interesterification (IE) process
FDFEONP2B	Operate a neutralisation process
FDFEOSSP2A	Operate a soap splitting process
FDFEOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMSS2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Materials handling Level 1

Code	Title
FDFZMHMH1A	Carry out manual handling tasks

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 1

Code	Title
FDFZPKPM1A	Pack product manually

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Plant Baking Bread Level 1

Code	Title
FDFPBW1A	Participate effectively in a workplace environment (plant baking)

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBFBP3A	Operate a final proof and baking process
FDFPBBMU3A	Operate a dough make up process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receipt and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 1

Code	Title
FDFZPMBM1A	Prepare basic mixes
FDFZPMIS1A	Inspect and sort materials and product

Specialist: Preparation and mixing Level 2

Code	Title
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process

Specialist: Production Level 1

Code	Title
FDFZPRBE1A	Operate basic equipment
FDFZPRMP1A	Monitor process operation
FDFZPRW1A	Participate effectively in a workplace environment

Specialist: Production Level 2

Code	Title
FDZPRBP2A	Operate a baking process
FDZPRCI2A	Operate a process control interface
FDZPRCP2A	Operate a coating application process
FDZPRCR2A	Work in a clean room environment
FDZPRDTP2A	Operate a depositing process
FDZPREP2A	Operate an evaporation process
FDZPRER2A	Operate an enrobing process
FDZPREX2A	Operate an extrusion process
FDZPRFP2A	Operate a filtration process
FDZPRFY2A	Operate a frying process
FDZPRHT2A	Operate a heat treatment process
FDZPRMBC2A	Operate a mixing/blending and cooking process
FDZPROD2A	Operate a drying process
FDZPROH2A	Operate an homogenising process
FDZPROR2A	Operate a retort process
FDZPRPP2A	Operate pumping equipment
FDZPRPR2A	Operate a production process
FDZPRRM2A	Pre-process raw materials
FDZPRRN2A	Operate a reduction process
FDZPRSEP2A	Operate a separation process
FDZPRSPS2A	Operate a spreads production process
FDZPRTC2A	Operate a chocolate tempering process
FDZPRWD2A	Operate a washing and drying process
FDZPRWP2A	Operate a water purification process

Specialist: Production Level 3

Code	Title
FDZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDZPRSP3A	Set up a production line for operation
FDZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 1

Code	Title
FDFRBFP1B	Finish products

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRbFF2B	Form and fill pastry products
FDFRbPF2B	Prepare fillings
FDFRbPM2B	Produce meringue-based products
FDFRbPY2B	Produce yeast-raised products
FDFRbRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 1

Code	Title
WRRCA1B	Operate retail equipment
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers
WRR11B	Perform stock control procedures
WRRS1B	Sell products and services

Specialist: Retail/Small business Level 2

Code	Title
BSBCM310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRR15A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

Elective Units referenced in the Packaging Rules

Code	Title
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDC2B	Decorate cakes and cookies
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFF2B	Form and fill pastry products
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPF2B	Prepare fillings
FDFRBPP2B	Produce pastry

FDF30603 Certificate III in Food Processing (Retail Baking - Bread)

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
3	<p>Total of 4 Core Units</p> <p>FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures</p> <p>FDFCORQFS3A Monitor the implementation of quality and food safety programs</p> <p>FDFCORWCM2A Present and apply workplace information</p> <p>FDFCORBM2A Use basic mathematical concepts</p>	<p>Total of 9 Specialist/Optional Units</p> <p>FDFRBDPB3A Diagnose and respond to product and process faults (Bread)</p> <p>FDFRBPD2B Produce bread dough</p> <p>FDFRBSM2B Scale and mould dough for intermediate proof</p> <p>FDFRBFM2B Conduct final mould and final proof</p> <p>FDFRBBB2B Bake bread</p> <p>Plus 4 Units made up of:</p> <ul style="list-style-type: none"> • 1 unit from the AQF 1 specialist or optional set. • At least 1 and up to 3 units from the AQF 3 specialist or optional set. • A maximum of 2 units from the AQF 2 specialist or optional sets. 	13

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate III in Food Processing (Retail Baking - Bread):

- 13 Units

- 4 Core Units

Core (refer to the unit list at the end of this section)

- and 9 Specialist/Optional Units

- FDFRBDPB3A Diagnose and respond to product and process faults (bread)

- and FDFRBPD2B Produce bread dough

- and FDFRBSM2B Scale and mould dough for intermediate proof

- and FDFRBFM2B Conduct final mould and final proof

- and FDFRBBB2B Bake bread

- and 4 Units

- 1 unit is from the AQF 1 sets

- Specialist sets

Specialist: Cleaning and sanitation Level 1 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 1 (refer to the unit list at the end of this section)

Specialist: Packaging Level 1 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 1 (refer to the unit list at the end of this section)

Specialist: Production Level 1 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 1 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 1 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 1 (refer to the unit list at the end of this section)

- and between 1 and 3 Units from the AQF 3 sets

- Specialist sets

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- and Optional sets

Optional: Level 3 (refer to the unit list at the end of this section)

- and Maximum of 2 Units from the AQF 2 sets

- Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- and Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

CORE UNITS

Core

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures
FDFCORQFS3A	Monitor the implementation of quality and food safety programs
FDFCORWCM2A	Present and apply workplace information

ELECTIVE UNITS

Optional: Level 1

Code	Title
FDFOPTENV1A	Follow work procedures to maintain environmental standards
FDFOPTMR1A	Measure and record workplace information
TDTA1497B	Use product knowledge to complete work operations
TDTD297B	Shift a load using manually-operated equipment

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
FDFOPTTG3A	Lead work teams and groups
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 1

Code	Title
FDFZCSAW1A	Operate automated washing equipment

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFEOBP2B	Operate a bleaching process
FDFEOCP2A	Operate a complecting process
FDFEODP2B	Operate a deodorising process
FDFEOfL2A	Operate a flake preparation process
FDFEOfP2B	Operate a fractionation process
FDFEOfP2B	Operate a hydrogenation process
FDFEOfN2B	Operate an interesterification (IE) process
FDFEONP2B	Operate a neutralisation process
FDFEOSSP2A	Operate a soap splitting process
FDFEOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMSS2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Materials handling Level 1

Code	Title
FDFZMHH1A	Carry out manual handling tasks

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 1

Code	Title
FDFZPKPM1A	Pack product manually

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Plant Baking Bread Level 1

Code	Title
FDFPBW1A	Participate effectively in a workplace environment (plant baking)

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBFBP3A	Operate a final proof and baking process
FDFPBBMU3A	Operate a dough make up process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receipt and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 1

Code	Title
FDFZPMBM1A	Prepare basic mixes
FDFZPMIS1A	Inspect and sort materials and product

Specialist: Preparation and mixing Level 2

Code	Title
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process

Specialist: Production Level 1

Code	Title
FDFZPRBE1A	Operate basic equipment
FDFZPRMP1A	Monitor process operation
FDFZPRW1A	Participate effectively in a workplace environment

Specialist: Production Level 2

Code	Title
FDZPRBP2A	Operate a baking process
FDZPRCI2A	Operate a process control interface
FDZPRCP2A	Operate a coating application process
FDZPRCR2A	Work in a clean room environment
FDZPRDTP2A	Operate a depositing process
FDZPREP2A	Operate an evaporation process
FDZPRER2A	Operate an enrobing process
FDZPREX2A	Operate an extrusion process
FDZPRFP2A	Operate a filtration process
FDZPRFY2A	Operate a frying process
FDZPRHT2A	Operate a heat treatment process
FDZPRMBC2A	Operate a mixing/blending and cooking process
FDZPROD2A	Operate a drying process
FDZPROH2A	Operate an homogenising process
FDZPROR2A	Operate a retort process
FDZPRPP2A	Operate pumping equipment
FDZPRPR2A	Operate a production process
FDZPRRM2A	Pre-process raw materials
FDZPRRN2A	Operate a reduction process
FDZPRSEP2A	Operate a separation process
FDZPRSPS2A	Operate a spreads production process
FDZPRTC2A	Operate a chocolate tempering process
FDZPRWD2A	Operate a washing and drying process
FDZPRWP2A	Operate a water purification process

Specialist: Production Level 3

Code	Title
FDZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDZPRSP3A	Set up a production line for operation
FDZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 1

Code	Title
FDFRBFP1B	Finish products

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 1

Code	Title
WRRCA1B	Operate retail equipment
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers
WRR11B	Perform stock control procedures
WRRS1B	Sell products and services

Specialist: Retail/Small business Level 2

Code	Title
BSBCM310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRR15A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

Elective Units referenced in the Packaging Rules

Code	Title
FDFRBBB2B	Bake bread
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBFM2B	Conduct final mould and final proof
FDFRBPD2B	Produce bread dough
FDFRBSM2B	Scale and mould dough for intermediate proof

FDF30703 Certificate III in Food Processing (Retail Baking - Combined)

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
3	<p>Total of 4 Core Units</p> <p>FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures</p> <p>FDFCORQFS3A Monitor the implementation of quality and food safety programs</p> <p>FDFCORWCM2A Present and apply workplace information</p> <p>FDFCORBM2A Use basic mathematical concepts</p>	<p>Total of 16 Specialist/Optional Units</p> <p>FDFRBDPC3A Diagnose and respond to product and process faults (pastry, cake and cookies)</p> <p>FDFRBDPB3A Diagnose and respond to product and process faults (bread)</p> <p>FDFRBPD2B Produce bread dough</p> <p>FDFRBSM2B Scale and mould dough for intermediate proof</p> <p>FDFRBFM2B Conduct final mould and final proof</p> <p>FDFRBBB2B Bake bread</p> <p>FDFRBPP2B Produce pastry</p> <p>FDFRBPF2B Prepare fillings</p> <p>FDFRBFF2B Form and fill pastry products</p> <p>FDFRBBP2B Bake pastry products</p> <p>FDFRBPC2B Produce sponge, cake and cookie batter</p> <p>FDFRBBC2B Bake sponges, cakes and cookies</p> <p>FDFRBDC2B Decorate cakes and cookies</p> <p>Plus 3 units made up of:</p> <ul style="list-style-type: none"> • 1 unit from the AQF 1 specialist or optional sets. • At least 1 and up to 2 units from the AQF 3 specialist or optional sets. • A maximum of 1 unit from the AQF 2 specialist or optional sets. 	20

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate III in Food Processing (Retail Baking - Combined):

- 20 Units

- 4 Core Units

Core (refer to the unit list at the end of this section)

- and 13 Specialist/Optional Units

- FDFRBDPC3A Diagnose and respond to product and process faults (pastry, cake and cookies)

- and FDFRBDPB3A Diagnose and respond to product and process faults (bread)

- and FDFRBPD2B Produce bread dough

- and FDFRBSM2B Scale and mould dough for intermediate proof

- and FDFRBBB2B Bake bread

- and FDFRBPP2B Produce pastry

- and FDFRBPF2B Prepare fillings

- and FDFRBF2B Form and fill pastry products

- and FDFRBBP2B Bake pastry products

- and FDFRBPC2B Produce sponge, cake and cookie batter

- and FDFRBBC2B Bake sponges, cakes and cookies

- and FDFRDBC2B Decorate cakes and cookies

- and FDFRBFM2B Conduct final mould and final proof

- and 3 units where:

- 1 unit is from the AQF 1 sets

- Specialist sets

Specialist: Cleaning and sanitation Level 1 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 1 (refer to the unit list at the end of this section)

Specialist: Packaging Level 1 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 1 (refer to the unit list at the end of this section)

Specialist: Production Level 1 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 1 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 1 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 1 (refer to the unit list at the end of this section)

- and between 1 and 2 Units from the AQF 3 sets

- Specialist sets

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 3 (refer to the unit list at the end of this section)

- and Maximum of 1 Unit from the AQF 2 sets

- Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

CORE UNITS

Core

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures
FDFCORQFS3A	Monitor the implementation of quality and food safety programs
FDFCORWCM2A	Present and apply workplace information

ELECTIVE UNITS

Optional: Level 1

Code	Title
FDFOPTENV1A	Follow work procedures to maintain environmental standards
FDFOPTMR1A	Measure and record workplace information
TDTA1497B	Use product knowledge to complete work operations
TDTD297B	Shift a load using manually-operated equipment

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
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PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
FDFOPTTG3A	Lead work teams and groups
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 1

Code	Title
FDFZCSAW1A	Operate automated washing equipment

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFEOBP2B	Operate a bleaching process
FDFEOCP2A	Operate a complecting process
FDFEODP2B	Operate a deodorising process
FDFEOfL2A	Operate a flake preparation process
FDFEOfP2B	Operate a fractionation process
FDFEOfHP2B	Operate a hydrogenation process
FDFEOfIN2B	Operate an interesterification (IE) process
FDFEOfNP2B	Operate a neutralisation process
FDFEOfSSP2A	Operate a soap splitting process
FDFEOfWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMSSG2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Materials handling Level 1

Code	Title
FDFZMHMH1A	Carry out manual handling tasks

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 1

Code	Title
FDFZPKPM1A	Pack product manually

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Plant Baking Bread Level 1

Code	Title
FDFPBW1A	Participate effectively in a workplace environment (plant baking)

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBFBP3A	Operate a final proof and baking process
FDFPBBMU3A	Operate a dough make up process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receipt and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 1

Code	Title
FDFZPMBM1A	Prepare basic mixes
FDFZPMIS1A	Inspect and sort materials and product

Specialist: Preparation and mixing Level 2

Code	Title
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process

Specialist: Production Level 1

Code	Title
FDFZPRBE1A	Operate basic equipment
FDFZPRMP1A	Monitor process operation
FDFZPRW1A	Participate effectively in a workplace environment

Specialist: Production Level 2

Code	Title
FDFZPRBP2A	Operate a baking process
FDFZPRCI2A	Operate a process control interface
FDFZPRCP2A	Operate a coating application process
FDFZPRCR2A	Work in a clean room environment
FDFZPRDTP2A	Operate a depositing process
FDFZPREP2A	Operate an evaporation process
FDFZPRER2A	Operate an enrobing process
FDFZPREX2A	Operate an extrusion process
FDFZPRFP2A	Operate a filtration process
FDFZPRFY2A	Operate a frying process
FDFZPRHT2A	Operate a heat treatment process
FDFZPRMBC2A	Operate a mixing/blending and cooking process
FDFZPROD2A	Operate a drying process
FDFZPROH2A	Operate an homogenising process
FDFZPROR2A	Operate a retort process
FDFZPRPP2A	Operate pumping equipment
FDFZPRPR2A	Operate a production process
FDFZPRRM2A	Pre-process raw materials
FDFZPRRN2A	Operate a reduction process
FDFZPRSEP2A	Operate a separation process
FDFZPRSPS2A	Operate a spreads production process
FDFZPRTC2A	Operate a chocolate tempering process
FDFZPRWD2A	Operate a washing and drying process
FDFZPRWP2A	Operate a water purification process

Specialist: Production Level 3

Code	Title
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 1

Code	Title
FDFRBFP1B	Finish products

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 1

Code	Title
WRRCA1B	Operate retail equipment
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers
WRR11B	Perform stock control procedures
WRRS1B	Sell products and services

Specialist: Retail/Small business Level 2

Code	Title
BSBCM310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRR15A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

Elective Units referenced in the Packaging Rules

Code	Title
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBPP2B	Bake pastry products
FDFRBDC2B	Decorate cakes and cookies
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFF2B	Form and fill pastry products
FDFRBFM2B	Conduct final mould and final proof
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBDP2B	Produce bread dough
FDFRBPF2B	Prepare fillings

Code	Title
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof

FDF30903 Certificate III in Food Processing (Sales)

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
3	<p>Total of 4 Core Units</p> <p>FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures</p> <p>FDFCORQFS3A Monitor the implementation of quality and food safety programs</p> <p>FDFCORWCM2A Present and apply workplace information</p> <p>FDFCORBM2A Use basic mathematical concepts</p>	<p>Total of 7 Specialist/Optional Units</p> <p>7 Units made up of:</p> <ul style="list-style-type: none"> • At least 2 and up to 3 units from the AQF 3 Food Processing specialist set. • At least 2 and up to 4 units from the AQF 2 or AQF 3 Retail (WRR units) specialist set. • 1 unit from the AQF 1 specialist or optional sets. • A maximum of 2 units from the AQF 2 specialist or optional sets • A maximum of 2 units from the AQF 3 optional set. 	11

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate III in Food Processing (Sales):

- 11 Units

- 4 Core Units

Core (refer to the unit list at the end of this section)

- and 7 Specialist/Optional Units:

- between 2 and 3 from the AQF 3 Food Processing Specialist sets

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- and between 2 and 4 Units

- AQF 2 Retail (WRR units) Specialist sets

Imported Units: WRR02 Retail [WRR02] (refer to the unit list at the end of this section)

Imported Units: WRR02 Retail [WRR02] (refer to the unit list at the end of this section)

Imported Units: WRR02 Retail [WRR02] (refer to the unit list at the end of this section)

Imported Units: WRR02 Retail [WRR02] (refer to the unit list at the end of this section)

- or AQF 3 Retail (WRR units) Specialist sets

Imported Units: WRR02 Retail [WRR02] (refer to the unit list at the end of this section)

Imported Units: WRR02 Retail [WRR02] (refer to the unit list at the end of this section)

- and 1 from the AQF 1 sets

- Specialist sets

Specialist: Cleaning and sanitation Level 1 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 1 (refer to the unit list at the end of this section)

Specialist: Packaging Level 1 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 1 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 1 (refer to the unit list at the end of this section)

Specialist: Production Level 1 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 1 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 1 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 1 (refer to the unit list at the end of this section)

- and Maximum of 2 from the AQF 2 sets

- Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)
Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)
Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)
Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)
Specialist: Honey Level 2 (refer to the unit list at the end of this section)
Specialist: Ice Level 2 (refer to the unit list at the end of this section)
Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)
Specialist: Packaging Level 2 (refer to the unit list at the end of this section)
Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)
Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)
Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)
Specialist: Poultry Level 2 (refer to the unit list at the end of this section)
Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)
Specialist: Production Level 2 (refer to the unit list at the end of this section)
Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)
Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)
Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

- and Maximum of 2 from the AQF 3 Optional sets

Optional: Level 3 (refer to the unit list at the end of this section)

CORE UNITS

Core

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures
FDFCORQFS3A	Monitor the implementation of quality and food safety programs
FDFCORWCM2A	Present and apply workplace information

ELECTIVE UNITS

Imported Units: WRR02 Retail [WRR02]

Code	Title
WRRLP2B	Minimise theft

Imported Units: WRR02 Retail [WRR02]

Code	Title
WRRF2B	Perform retail finance duties

Imported Units: WRR02 Retail [WRR02]

Code	Title
WRRC2B	Apply point of sale handling procedures

Imported Units: WRR02 Retail [WRR02]

Code	Title
WRRS2B	Advise on products and services

Imported Units: WRR02 Retail [WRR02]

Code	Title
WRRC3B	Interact with customers

Imported Units: WRR02 Retail [WRR02]

Code	Title
WRRS3B	Coordinate sales performance

Optional: Level 1

Code	Title
FDFOPTENV1A	Follow work procedures to maintain environmental standards
FDFOPTMR1A	Measure and record workplace information
TDTA1497B	Use product knowledge to complete work operations
TDTD297B	Shift a load using manually-operated equipment

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
FDFOPTTG3A	Lead work teams and groups
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 1

Code	Title
FDFZCSAW1A	Operate automated washing equipment

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFOBP2B	Operate a bleaching process
FDFOCP2A	Operate a complecting process
FDFODP2B	Operate a deodorising process
FDFOFL2A	Operate a flake preparation process
FDFOFP2B	Operate a fractionation process
FDFOHP2B	Operate a hydrogenation process
FDFOIN2B	Operate an interesterification (IE) process
FDFONP2B	Operate a neutralisation process
FDFOSSP2A	Operate a soap splitting process
FDFOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMSG2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFFICIM2A	Operate an ice manufacturing process

Specialist: Materials handling Level 1

Code	Title
FDFFZMHMH1A	Carry out manual handling tasks

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 1

Code	Title
FDFZPKPM1A	Pack product manually

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Plant Baking Bread Level 1

Code	Title
FDFPBW1A	Participate effectively in a workplace environment (plant baking)

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBBFP3A	Operate a final proof and baking process
FDFPBMMU3A	Operate a dough make up process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receipt and hanging process
FDFPOS2B	Operate a stunning, killing and defeathering process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 1

Code	Title
FDFZPMBM1A	Prepare basic mixes
FDFZPMIS1A	Inspect and sort materials and product

Specialist: Preparation and mixing Level 2

Code	Title
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process

Specialist: Production Level 1

Code	Title
FDFZPRBE1A	Operate basic equipment
FDFZPRMP1A	Monitor process operation
FDFZPRW1A	Participate effectively in a workplace environment

Specialist: Production Level 2

Code	Title
FDFZPRBP2A	Operate a baking process
FDFZPRCI2A	Operate a process control interface
FDFZPRCP2A	Operate a coating application process
FDFZPRCR2A	Work in a clean room environment
FDFZPRDTP2A	Operate a depositing process
FDFZPREP2A	Operate an evaporation process
FDFZPRER2A	Operate an enrobing process
FDFZPREX2A	Operate an extrusion process
FDFZPRFP2A	Operate a filtration process
FDFZPRFY2A	Operate a frying process
FDFZPRHT2A	Operate a heat treatment process
FDFZPRMBC2A	Operate a mixing/blending and cooking process
FDFZPROD2A	Operate a drying process
FDFZPROH2A	Operate an homogenising process
FDFZPROR2A	Operate a retort process
FDFZPRPP2A	Operate pumping equipment
FDFZPRPR2A	Operate a production process
FDFZPRRM2A	Pre-process raw materials
FDFZPRRN2A	Operate a reduction process
FDFZPRSEP2A	Operate a separation process
FDFZPRSPS2A	Operate a spreads production process
FDFZPRTC2A	Operate a chocolate tempering process
FDFZPRWD2A	Operate a washing and drying process
FDFZPRWP2A	Operate a water purification process

Specialist: Production Level 3

Code	Title
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 1

Code	Title
FDFRBFP1B	Finish products

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 1

Code	Title
WRRCA1B	Operate retail equipment
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers
WRR11B	Perform stock control procedures
WRRS1B	Sell products and services

Specialist: Retail/Small business Level 2

Code	Title
BSBCMN310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRR15A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

FDF40103 Certificate IV in Food Processing

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
4	<p>Total of 4 Core Units</p> <p>FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures</p> <p>FDFCORQFS3A Monitor the implementation of quality and food safety programs</p> <p>FDFCORWCM2A Present and apply workplace information</p> <p>FDFCORBM2A Use basic mathematical concepts</p>	<p>Total of 17 Specialist/Optional Units</p> <p>8 AQF 4 Specialist Units</p> <p>Plus</p> <p>FDFZPRIPK3A Apply raw materials/ingredient and process knowledge</p> <p>Plus</p> <p>FDFZPRSYS3A Operate processes in a production system** Plus: 2 pre-requisite AQF 2 specialist units</p> <p>Or</p> <p>FDFZPKSYS3A Operate processes in a packaging system** Plus: 2 pre-requisite AQF 2 specialist units</p> <p>Plus</p> <p>5 Units made up of:</p> <ul style="list-style-type: none"> • At least 2 and up to 5 units from the AQF 3 specialist or optional sets. • A maximum of 3 units from the AQF 2 specialist or optional sets. 	21

**** The units FDFZPRSYS3A Operate processes in a production system and FDFZPKSYS3A Operate processes in a packaging system have a pre-requisite requirement of two AQF 2 specialist units. The specialist units selected will depend on the type of product/packaging and processes required by the operator. These two pre-requisite units have already been counted within the total number of units specified for a given qualification.**

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate IV in Food Processing:

- 21 Units

- 4 Core Units

Core (refer to the unit list at the end of this section)

- and 17 Specialist/Optional Units

- 8 from the AQF 4 Specialist Units

Specialist: Information Management Level 4 (refer to the unit list at the end of this section)

Specialist: People Management/Work Relationships Level 4 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 4 (refer to the unit list at the end of this section)

Specialist: Planning Level 4 (refer to the unit list at the end of this section)

Specialist: Process Improvement Level 4 (refer to the unit list at the end of this section)

Specialist: Technical Level 4 (refer to the unit list at the end of this section)

- and FDFZPRIPK3A Apply raw materials/ingredient and process knowledge

- and 1 Unit and 2 pre-requisite AQF 2 specialist units

- FDFZPRSYS3A Operate processes in a production system

- FDFOPTSM3A Support and mentor individuals and groups

- and FDFZPRCI2A Operate a process control interface

- or FDFZPKSYS3A Operate processes in a packaging system

- FDFOPTSM3A Support and mentor individuals and groups

- and FDFZPRCI2A Operate a process control interface

- and 5 units where there are:

- between 2 and 5 Units from the AQF 3 sets

- Specialist sets

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 3 (refer to the unit list at the end of this section)

- and between 0 and 3 Units from the AQF 2 sets

- Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

CORE UNITS

Core

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures
FDFCORQFS3A	Monitor the implementation of quality and food safety programs
FDFCORWCM2A	Present and apply workplace information

ELECTIVE UNITS

Optional: Level 2

Code	Title
BSBCM205A	Use business technology
BSBCM213A	Produce simple word-processed documents
BSBCM214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
FDFOPTTG3A	Lead work teams and groups
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 2

Code	Title
FDZCSCIP2A	Clean equipment in place
FDZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFFCONFBS2A	Operate a boiled confectionery process
FDFFCONFCC2A	Operate a chocolate conching process
FDFFCONFCP2A	Operate a chocolate depositing/moulding process
FDFFCONFDP2A	Operate a confectionery depositing process
FDFFCONFGC2A	Operate a granulation and compression process
FDFFCONFPP2A	Operate a panning process
FDFFCONFRC2A	Operate a chocolate refining process
FDFFCONFSM2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFFDPBC2B	Operate a butter churning process
FDFFDPBF2B	Operate a continuous freezing process
FDFFDPBOP2A	Operate a butter oil process
FDFFDPCC2B	Operate a curd production and cutting process
FDFFDPCH2B	Operate a cooling and hardening process
FDFFDPCM2B	Operate a cheese pressing and moulding process
FDFFDPFP2B	Operate a fermentation process
FDFFDPHS2B	Operate a holding and storage process
FDFFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFFEOBP2B	Operate a bleaching process
FDFFEOCP2A	Operate a complecting process
FDFFEODP2B	Operate a deodorising process
FDFFEOFL2A	Operate a flake preparation process
FDFFEOFP2B	Operate a fractionation process
FDFFEOHP2B	Operate a hydrogenation process
FDFFEOIN2B	Operate an interesterification (IE) process
FDFFEONP2B	Operate a neutralisation process
FDFFEOSSP2A	Operate a soap splitting process
FDFFEOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMMSG2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Information Management Level 4

Code	Title
BSBCM405A	Analyse and present research information
BSBMGT504A	Manage budgets and financial plans
FDFIMEPC4A	Establish process capability
FDFIMMWB4A	Manage a work area within budget

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: People Management/Work Relationships Level 4

Code	Title
BSBFLM502A	Provide leadership in the workplace
BSBMGT506A	Recruit, select and induct staff
FDFPMMAC5A	Manage supplier agreements and contracts
FDFPMPW4A	Manage people in the work area
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace
PMAPER301A	Monitor and control work permits
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS403A	Develop assessment tools
TAAASS404A	Participate in assessment validation
TAADES402A	Design and develop learning programs

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Pharmaceutical Level 4

Code	Title
FDFPHCCP4A	Participate in change control procedures
FDFPHFCC4A	Facilitate contamination control
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice
FDFPHRNC4A	Respond to non-conformance
FDFPHRWD4A	Prepare and review workplace documentation to support GMP
FDFPHVP4A	Participate in validation processes
MCMC410A	Lead change in a manufacturing environment
MCMS401A	Ensure process improvements are sustained
MCMT421A	Facilitate a Just in Time (JIT) system
MCMT430A	Improve cost factors in work practices
MCMT432A	Analyse manual handling processes
MCMT440A	Lead 5S in a manufacturing environment
MCMT450A	Undertake process capability improvements
MCMT451A	Mistake proof a production process
MCMT460A	Facilitate the use of planning software systems in manufacturing
MCMT461A	Facilitate SCADA systems in a manufacturing team or work area

Specialist: Planning Level 4

Code	Title
FDFPLPCM4A	Plan and co-ordinate maintenance
FDFPLSCP4A	Schedule and manage production

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBBFP3A	Operate a final proof and baking process
FDFPBBMU3A	Operate a dough make up process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receival and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 2

Code	Title
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process

Specialist: Process Improvement Level 4

Code	Title
BSBCM412A	Promote innovation and change
BSBFLM507A	Manage quality customer service
FDFPIOWP4A	Optimise a work process

Specialist: Production Level 2

Code	Title
FDFZPRBP2A	Operate a baking process
FDFZPRCI2A	Operate a process control interface
FDFZPRCP2A	Operate a coating application process
FDFZPRCR2A	Work in a clean room environment
FDFZPRDTP2A	Operate a depositing process
FDFZPREP2A	Operate an evaporation process
FDFZPRER2A	Operate an enrobing process
FDFZPREX2A	Operate an extrusion process
FDFZPRFP2A	Operate a filtration process
FDFZPRFY2A	Operate a frying process
FDFZPRHT2A	Operate a heat treatment process
FDFZPRMBC2A	Operate a mixing/blending and cooking process
FDFZPROD2A	Operate a drying process
FDFZPROH2A	Operate an homogenising process
FDFZPROR2A	Operate a retort process
FDFZPRPP2A	Operate pumping equipment
FDFZPRPR2A	Operate a production process
FDFZPRRM2A	Pre-process raw materials
FDFZPRRN2A	Operate a reduction process
FDFZPRSEP2A	Operate a separation process
FDFZPRSPS2A	Operate a spreads production process
FDFZPRTC2A	Operate a chocolate tempering process
FDFZPRWD2A	Operate a washing and drying process
FDFZPRWP2A	Operate a water purification process

Specialist: Production Level 3

Code	Title
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 2

Code	Title
BSBCM310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRRI5A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

Specialist: Technical Level 4

Code	Title
FDFOPHCP3A	Participate in a HACCP team
FDFTECCCS4A	Control food contamination and spoilage
FDFTECENG4A	Apply basic engineering principles to a food production process
FDFTECENV4A	Manage the implementation of environmental management policies and procedures in the workplace
FDFTECFAD4A	Apply an understanding of food additives
FDFTECLEG4A	Apply an understanding of legal requirements in food production
FDFTECNUM4A	Describe and analyse data using mathematical principles
FDFTECPAK4A	Apply principles of food packaging
FDFTECPSC4A	Identify the physical and chemical properties of materials, food and related products
FDFTECWTP4A	Manage water treatment processes

Elective Units referenced in the Packaging Rules

Code	Title
FDFOPTSM3A	Support and mentor individuals and groups
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRCI2A	Operate a process control interface
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSYS3A	Operate processes in a production system

FDFO40207 Certificate IV in Pharmaceutical Manufacturing

AQF Level	Core Units	Specialist and Optional Units	No of Units Required												
4	<p><u>Total of 7 Core Units</u></p> <p>FDFCORWCM2A Present and apply workplace information</p> <p>FDFCORBM2A Use basic mathematical concepts</p> <p>FDFPMOHS4A Manage the implementation of occupational health and safety policies and procedures in the workplace</p> <p>FDFPHGMP4A Facilitate and monitor Good Manufacturing Practice</p> <p>FDFPHFCC4A Facilitate contamination control</p> <p>FDFPHRWD4A Prepare and review workplace documentation to support GMP</p> <p>FDFPHRNC4A Respond to non-conformance</p>	<p><u>Total of 13 Specialist/Optional Units</u></p> <ul style="list-style-type: none"> • 5 units from Specialist or Optional, or both, at AQF level 4 • 3 units that satisfy the following conditions: <p>FDFZPRSYS3A Operate processes in a production system</p> <p>PLUS</p> <p>2 prerequisite AQF 2 Specialist units</p> <p>OR</p> <p>FDFZPKSYS3A Operate processes in a packaging system</p> <p>PLUS</p> <p>2 prerequisite AQF 2 Specialist units</p> <ul style="list-style-type: none"> • 5 units that satisfy the following conditions: <table border="1" data-bbox="523 1155 1385 1386"> <thead> <tr> <th colspan="2" data-bbox="523 1155 956 1256">Specialist or Optional units at AQF 2</th> <th colspan="2" data-bbox="956 1155 1385 1256">Specialist or Optional units at AQF 3</th> </tr> <tr> <th data-bbox="523 1256 742 1323">Minimum</th> <th data-bbox="742 1256 956 1323">Maximum</th> <th data-bbox="956 1256 1190 1323">Minimum</th> <th data-bbox="1190 1256 1385 1323">Maximum</th> </tr> </thead> <tbody> <tr> <td data-bbox="523 1323 742 1386">-</td> <td data-bbox="742 1323 956 1386">3</td> <td data-bbox="956 1323 1190 1386">2</td> <td data-bbox="1190 1323 1385 1386">5</td> </tr> </tbody> </table>	Specialist or Optional units at AQF 2		Specialist or Optional units at AQF 3		Minimum	Maximum	Minimum	Maximum	-	3	2	5	20
Specialist or Optional units at AQF 2		Specialist or Optional units at AQF 3													
Minimum	Maximum	Minimum	Maximum												
-	3	2	5												

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate IV in Pharmaceutical Manufacturing:

- 20 Units

- 7 Core units

Core (refer to the unit list at the end of this section)

- and 13 Specialist/Optional Units

- 5 Units from Specialist or Optional or both at AQF level 4

Specialist: Information Management Level 4 (refer to the unit list at the end of this section)

Specialist: People Management/Work Relationships Level 4 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 4 (refer to the unit list at the end of this section)

Specialist: Planning Level 4 (refer to the unit list at the end of this section)

Specialist: Process Improvement Level 4 (refer to the unit list at the end of this section)

Specialist: Technical Level 4 (refer to the unit list at the end of this section)

- and 3 Units

- FDFZPRSYS3A Operate processes in a production system

- FDFOPTSM3A Support and mentor individuals and groups

- and FDFZPRCI2A Operate a process control interface

- and FDFZPKSYS3A Operate processes in a packaging system

- FDFOPTSM3A Support and mentor individuals and groups

- and FDFZPRCI2A Operate a process control interface

- and 5 Units

- between 2 and 5 Units at AQF 3

- Specialist sets

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 3 (refer to the unit list at the end of this section)

- and Maximum of 3 Units at AQF 2

- Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- and Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

CORE UNITS

Core

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORWCM2A	Present and apply workplace information
FDFPHFCC4A	Facilitate contamination control
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice
FDFPHRNC4A	Respond to non-conformance
FDFPHRWD4A	Prepare and review workplace documentation to support GMP
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace

ELECTIVE UNITS

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
FDFOPTTG3A	Lead work teams and groups
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFEOBP2B	Operate a bleaching process
FDFEOCP2A	Operate a complecting process
FDFEODP2B	Operate a deodorising process
FDFEOFL2A	Operate a flake preparation process
FDFEOFP2B	Operate a fractionation process
FDFEOHP2B	Operate a hydrogenation process
FDFEOIN2B	Operate an interesterification (IE) process
FDFEONP2B	Operate a neutralisation process
FDFEOSSP2A	Operate a soap splitting process
FDFEOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMMSG2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Information Management Level 4

Code	Title
BSBCM405A	Analyse and present research information
BSBMGT504A	Manage budgets and financial plans
FDFIMEPC4A	Establish process capability
FDFIMMWB4A	Manage a work area within budget

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: People Management/Work Relationships Level 4

Code	Title
BSBFLM502A	Provide leadership in the workplace
BSBMGT506A	Recruit, select and induct staff
FDFPMMAC5A	Manage supplier agreements and contracts
FDFPMPW4A	Manage people in the work area
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace
PMAPER301A	Monitor and control work permits
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS403A	Develop assessment tools
TAAASS404A	Participate in assessment validation
TAADES402A	Design and develop learning programs

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Pharmaceutical Level 4

Code	Title
FDFPHCCP4A	Participate in change control procedures
FDFPHFCC4A	Facilitate contamination control
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice
FDFPHRNC4A	Respond to non-conformance
FDFPHRWD4A	Prepare and review workplace documentation to support GMP
FDFPHVP4A	Participate in validation processes
MCMC410A	Lead change in a manufacturing environment
MCMS401A	Ensure process improvements are sustained
MCMT421A	Facilitate a Just in Time (JIT) system
MCMT430A	Improve cost factors in work practices
MCMT432A	Analyse manual handling processes
MCMT440A	Lead 5S in a manufacturing environment
MCMT450A	Undertake process capability improvements
MCMT451A	Mistake proof a production process
MCMT460A	Facilitate the use of planning software systems in manufacturing
MCMT461A	Facilitate SCADA systems in a manufacturing team or work area

Specialist: Planning Level 4

Code	Title
FDFPLPCM4A	Plan and co-ordinate maintenance
FDFPLSCP4A	Schedule and manage production

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBBFP3A	Operate a final proof and baking process
FDFPBBMU3A	Operate a dough make up process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receival and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 2

Code	Title
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process

Specialist: Process Improvement Level 4

Code	Title
BSBCMN412A	Promote innovation and change
BSBFLM507A	Manage quality customer service
FDFPIOWP4A	Optimise a work process

Specialist: Production Level 2

Code	Title
FDFZPRBP2A	Operate a baking process
FDFZPRCI2A	Operate a process control interface
FDFZPRCP2A	Operate a coating application process
FDFZPRCR2A	Work in a clean room environment
FDFZPRDTP2A	Operate a depositing process
FDFZPREP2A	Operate an evaporation process
FDFZPRER2A	Operate an enrobing process
FDFZPREX2A	Operate an extrusion process
FDFZPRFP2A	Operate a filtration process
FDFZPRFY2A	Operate a frying process
FDFZPRHT2A	Operate a heat treatment process
FDFZPRMBC2A	Operate a mixing/blending and cooking process
FDFZPROD2A	Operate a drying process
FDFZPROH2A	Operate an homogenising process
FDFZPROR2A	Operate a retort process
FDFZPRPP2A	Operate pumping equipment
FDFZPRPR2A	Operate a production process
FDFZPRRM2A	Pre-process raw materials
FDFZPRRN2A	Operate a reduction process
FDFZPRSEP2A	Operate a separation process
FDFZPRSPS2A	Operate a spreads production process
FDFZPRTC2A	Operate a chocolate tempering process
FDFZPRWD2A	Operate a washing and drying process
FDFZPRWP2A	Operate a water purification process

Specialist: Production Level 3

Code	Title
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRbFF2B	Form and fill pastry products
FDFRbPF2B	Prepare fillings
FDFRbPM2B	Produce meringue-based products
FDFRbPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 2

Code	Title
BSBCM310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRRI5A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

Specialist: Technical Level 4

Code	Title
FDFOPHCP3A	Participate in a HACCP team
FDFTECCCS4A	Control food contamination and spoilage
FDFTECENG4A	Apply basic engineering principles to a food production process
FDFTECENV4A	Manage the implementation of environmental management policies and procedures in the workplace
FDFTECFAD4A	Apply an understanding of food additives
FDFTECLEG4A	Apply an understanding of legal requirements in food production
FDFTECNUM4A	Describe and analyse data using mathematical principles
FDFTECPAK4A	Apply principles of food packaging
FDFTECPSC4A	Identify the physical and chemical properties of materials, food and related products
FDFTECWTP4A	Manage water treatment processes

Elective Units referenced in the Packaging Rules

Code	Title
FDFOPTSM3A	Support and mentor individuals and groups
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRCI2A	Operate a process control interface
FDFZPRSYS3A	Operate processes in a production system

FDFO41007 Certificate IV in Food Processing (Food Safety Auditing)

AQF Level	Core Units	Specialist and Optional Units	No of Units Required								
4	<p>Total of 7 Core Units</p> <p>FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures</p> <p>FDFCORQFS3A Monitor the implementation of quality and food safety programs</p> <p>FDFCORWCM2A Present and apply workplace information</p> <p>FDFCORBM2A Use basic mathematical concepts</p> <p>FDFFSCHFSA Conduct food safety audits</p> <p>FDFFSCHZA Identify, evaluate and control food safety hazards</p> <p>FDFFSCOMA Communicate and negotiate to conduct food</p>	<p>Total of 9 Specialist/Optional Units</p> <ul style="list-style-type: none"> FDFZPRIPK3A Apply raw materials/ingredient and process knowledge 3 units that satisfy the following conditions: <p>FDFZPRSYS3A Operate processes in a production system</p> <p>PLUS</p> <p>2 prerequisite AQF 2 Specialist units</p> <p>OR</p> <p>FDFZPKSYS3A Operate processes in a packaging system</p> <p>PLUS</p> <p>2 prerequisite AQF 2 Specialist units</p> <ul style="list-style-type: none"> 5 units that satisfy the following conditions: 	21								
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		Specialist or Optional units at AQF 2		Specialist or Optional units at AQF 3							
		Minimum		Minimum							
Maximum	Maximum										
-	5										
Minimum	Maximum	Minimum	Maximum								
-	3	2	5								

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Certificate IV in Food Processing (Food Safety Auditing):

- **21 Units**
 - **7 Core Units**
 - **and 9 Elective Units**
 - **FDFZPRIPK3A Apply raw materials/ingredient and process knowledge**
 - **and 3 Units**
 - **FDFZPRSYS3A Operate processes in a production system**
 - **FDFOPTSM3A Support and mentor individuals and groups**
 - **and FDFZPRCI2A Operate a process control interface**
 - **or FDFZPKSYS3A Operate processes in a packaging system**
 - **FDFOPTSM3A Support and mentor individuals and groups**
 - **and FDFZPRCI2A Operate a process control interface**
 - **and 5 Units**
 - **Maximum of 3 Units at AQF 2 sets**
 - **Specialist sets**
 - Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Cake Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Coffee Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)*
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 - Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Packaging Level 2 (refer to the unit list at the end of this section)*
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 - Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Poultry Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Production Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)*
 - Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)*
 - **or Optional sets**
 - Optional: Level 2 (refer to the unit list at the end of this section)*

- and between 2 and 5 Units at AQF 3**- Specialist sets**

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 3 (refer to the unit list at the end of this section)

ELECTIVE UNITS

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
FDFOPTTG3A	Lead work teams and groups
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFEOBP2B	Operate a bleaching process
FDFEOCP2A	Operate a complecting process
FDFEODP2B	Operate a deodorising process
FDFEOFL2A	Operate a flake preparation process
FDFEOFP2B	Operate a fractionation process
FDFEOHP2B	Operate a hydrogenation process
FDFEOIN2B	Operate an interesterification (IE) process
FDFEONP2B	Operate a neutralisation process
FDFEOSSP2A	Operate a soap splitting process
FDFEOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMMSG2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBBFP3A	Operate a final proof and baking process
FDFPBBMU3A	Operate a dough make up process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receipt and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 2

Code	Title
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process

Specialist: Production Level 2

Code	Title
FDFZPRBP2A	Operate a baking process
FDFZPRCI2A	Operate a process control interface
FDFZPRCP2A	Operate a coating application process
FDFZPRCR2A	Work in a clean room environment
FDFZPRDTP2A	Operate a depositing process
FDFZPREP2A	Operate an evaporation process
FDFZPRER2A	Operate an enrobing process
FDFZPREX2A	Operate an extrusion process
FDFZPRFP2A	Operate a filtration process
FDFZPRFY2A	Operate a frying process
FDFZPRHT2A	Operate a heat treatment process
FDFZPRMBC2A	Operate a mixing/blending and cooking process
FDFZPROD2A	Operate a drying process
FDFZPROH2A	Operate an homogenising process
FDFZPROR2A	Operate a retort process
FDFZPRPP2A	Operate pumping equipment
FDFZPRPR2A	Operate a production process
FDFZPRRM2A	Pre-process raw materials
FDFZPRRN2A	Operate a reduction process
FDFZPRSEP2A	Operate a separation process
FDFZPRSPS2A	Operate a spreads production process
FDFZPRTC2A	Operate a chocolate tempering process
FDFZPRWD2A	Operate a washing and drying process
FDFZPRWP2A	Operate a water purification process

Specialist: Production Level 3

Code	Title
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRbff2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 2

Code	Title
BSBCM310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRR15A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

Elective Units referenced in the Packaging Rules

Code	Title
FDFOPTSM3A	Support and mentor individuals and groups
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRCI2A	Operate a process control interface
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSYS3A	Operate processes in a production system

FDFO50103 Diploma of Food Processing

AQF Level	Core Units	Specialist and Optional Units	No of Units Required
5	<p>Total of 4 Core Units</p> <p>FDFOCORHS3A Monitor the implementation of occupational health and safety policies and procedures</p> <p>FDFOCORQFS3A Monitor the implementation of quality and food safety programs</p> <p>FDFOCORWCM2A Present and apply workplace information</p> <p>FDFOCORBM2A Use basic mathematical concepts</p>	<p>Total of 25 Specialist/Optional Units</p> <p>8 AQF 5 Specialist Units</p> <p>Plus</p> <p>8 AQF 4 Specialist Units</p> <p>Plus</p> <p>FDFOZPRIPK3A Apply raw materials/ingredient and process knowledge</p> <p>Plus</p> <p>FDFOZPRSYS3A Operate processes in a production system** Plus: 2 pre-requisite AQF 2 specialist units</p> <p>Or</p> <p>FDFOZPKSYS3A Operate processes in a packaging system** Plus: 2 pre-requisite AQF 2 specialist units</p> <p>Plus</p> <p>5 Units made up of:</p> <ul style="list-style-type: none"> • At least 2 and up to 5 units from the AQF 3 specialist or optional sets. • A maximum of 3 units from the AQF 2 specialist or optional sets. 	29

**** The units FDFOZPRSYS3A Operate processes in a production system and FDFOZPKSYS3A Operate processes in a packaging system have a pre-requisite requirement of two AQF 2 specialist units. The specialist units selected will depend on the type of product/packaging and processes required by the operator. These two pre-requisite units have already been counted within the total number of units specified for a given qualification**

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Diploma of Food Processing:

- 29 Units

- 4 Core Units

Core (refer to the unit list at the end of this section)

- and 25 Specialist/Optional Units

- 8 Units from the AQF 5 Specialist units

Specialist: Information Management Level 5 (refer to the unit list at the end of this section)

Specialist: People Management/Work Relationships Level 5 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 5 (refer to the unit list at the end of this section)

Specialist: Planning Level 5 (refer to the unit list at the end of this section)

Specialist: Process Improvement Level 5 (refer to the unit list at the end of this section)

Specialist: Technical Level 5 (refer to the unit list at the end of this section)

- and 8 Units from the AQF 4 Specialist units

Specialist: Information Management Level 4 (refer to the unit list at the end of this section)

Specialist: People Management/Work Relationships Level 4 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 4 (refer to the unit list at the end of this section)

Specialist: Planning Level 4 (refer to the unit list at the end of this section)

Specialist: Process Improvement Level 4 (refer to the unit list at the end of this section)

Specialist: Technical Level 4 (refer to the unit list at the end of this section)

- and FDFZPRIPK3A Apply raw materials/ingredient and process knowledge

- and 1 Unit and 2 pre-requisite AQF 2 Specialist units

- FDFZPRSYS3A Operate processes in a production system

- FDFOPTSM3A Support and mentor individuals and groups

- and FDFZPRCI2A Operate a process control interface

- or FDFZPKSYS3A Operate processes in a packaging system

- FDFOPTSM3A Support and mentor individuals and groups

- and FDFZPRCI2A Operate a process control interface

- and 5 units Units

- between 2 and 5 Units from the AQF 3 sets

- Specialist sets

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 3 (refer to the unit list at the end of this section)

- and Maximum of 3 Units from the AQF 2 sets

- Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

CORE UNITS

Core

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures
FDFCORQFS3A	Monitor the implementation of quality and food safety programs
FDFCORWCM2A	Present and apply workplace information

ELECTIVE UNITS

Optional: Level 2

Code	Title
BSBCM205A	Use business technology
BSBCM213A	Produce simple word-processed documents
BSBCM214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
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TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
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PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFEOBP2B	Operate a bleaching process
FDFEOCP2A	Operate a complecting process
FDFEODP2B	Operate a deodorising process
FDFEOFL2A	Operate a flake preparation process
FDFEOFP2B	Operate a fractionation process
FDFEOHP2B	Operate a hydrogenation process
FDFEOIN2B	Operate an interesterification (IE) process
FDFEONP2B	Operate a neutralisation process
FDFEOSSP2A	Operate a soap splitting process
FDFEOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMMSG2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Information Management Level 4

Code	Title
BSBCM405A	Analyse and present research information
BSBMGT504A	Manage budgets and financial plans
FDFIMEPC4A	Establish process capability
FDFIMMWB4A	Manage a work area within budget

Specialist: Information Management Level 5

Code	Title
BSBMGT503A	Prepare budgets and financial plans
BSBMGT504A	Manage budgets and financial plans
FDFIMEPC4A	Establish process capability

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: People Management/Work Relationships Level 4

Code	Title
BSBFLM502A	Provide leadership in the workplace
BSBMGT506A	Recruit, select and induct staff
FDFPMMAC5A	Manage supplier agreements and contracts
FDFPMMPW4A	Manage people in the work area
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace
PMAPER301A	Monitor and control work permits
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS403A	Develop assessment tools
TAAASS404A	Participate in assessment validation
TAADES402A	Design and develop learning programs

Specialist: People Management/Work Relationships Level 5

Code	Title
BSBFLM502A	Provide leadership in the workplace
BSBMGT506A	Recruit, select and induct staff
FDFPMMAC5A	Manage supplier agreements and contracts
FDFPMMPW4A	Manage people in the work area
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Pharmaceutical Level 4

Code	Title
FDFPHCCP4A	Participate in change control procedures
FDFPHFCC4A	Facilitate contamination control
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice
FDFPHRNC4A	Respond to non-conformance
FDFPHRWD4A	Prepare and review workplace documentation to support GMP
FDFPHVP4A	Participate in validation processes
MCMC410A	Lead change in a manufacturing environment
MCMS401A	Ensure process improvements are sustained
MCMT421A	Facilitate a Just in Time (JIT) system
MCMT430A	Improve cost factors in work practices
MCMT432A	Analyse manual handling processes
MCMT440A	Lead 5S in a manufacturing environment
MCMT450A	Undertake process capability improvements
MCMT451A	Mistake proof a production process
MCMT460A	Facilitate the use of planning software systems in manufacturing
MCMT461A	Facilitate SCADA systems in a manufacturing team or work area

Specialist: Pharmaceutical Level 5

Code	Title
FDFPHCCP4A	Participate in change control procedures
FDFPHFCC4A	Facilitate contamination control
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice
FDFPHRNC4A	Respond to non-conformance
FDFPHRWD4A	Prepare and review workplace documentation to support GMP
FDFPHVP4A	Participate in validation processes
MCMC410A	Lead change in a manufacturing environment
MCMS401A	Ensure process improvements are sustained
MCMT421A	Facilitate a Just in Time (JIT) system
MCMT430A	Improve cost factors in work practices
MCMT432A	Analyse manual handling processes
MCMT440A	Lead 5S in a manufacturing environment
MCMT450A	Undertake process capability improvements
MCMT451A	Mistake proof a production process
MCMT460A	Facilitate the use of planning software systems in manufacturing
MCMT461A	Facilitate SCADA systems in a manufacturing team or work area
MCMT620A	Develop quick changeover procedures

Specialist: Planning Level 4

Code	Title
FDFPLPCM4A	Plan and co-ordinate maintenance
FDFPLSCP4A	Schedule and manage production

Specialist: Planning Level 5

Code	Title
FDFPLDMP5A	Design and maintain programs to support legal compliance
FDFPLSCP4A	Schedule and manage production
PSPPM502A	Manage projects

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBFBP3A	Operate a final proof and baking process
FDFPBBMU3A	Operate a dough make up process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receival and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 2

Code	Title
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process

Specialist: Process Improvement Level 4

Code	Title
BSBCMN412A	Promote innovation and change
BSBFLM507A	Manage quality customer service
FDFPIOWP4A	Optimise a work process

Specialist: Process Improvement Level 5

Code	Title
BSBFLM507A	Manage quality customer service
BSBFLM510A	Facilitate and capitalise on change and innovation
FDFPIOWP4A	Optimise a work process

Specialist: Production Level 2

Code	Title
FDFZPRBP2A	Operate a baking process
FDFZPRCI2A	Operate a process control interface
FDFZPRCP2A	Operate a coating application process
FDFZPRCR2A	Work in a clean room environment
FDFZPRDTP2A	Operate a depositing process
FDFZPREP2A	Operate an evaporation process
FDFZPRER2A	Operate an enrobing process
FDFZPREX2A	Operate an extrusion process
FDFZPRFP2A	Operate a filtration process
FDFZPRFY2A	Operate a frying process
FDFZPRHT2A	Operate a heat treatment process
FDFZPRMBC2A	Operate a mixing/blending and cooking process
FDFZPROD2A	Operate a drying process
FDFZPROH2A	Operate an homogenising process
FDFZPROR2A	Operate a retort process
FDFZPRPP2A	Operate pumping equipment
FDFZPRPR2A	Operate a production process
FDFZPRRM2A	Pre-process raw materials
FDFZPRRN2A	Operate a reduction process
FDFZPRSEP2A	Operate a separation process
FDFZPRSPS2A	Operate a spreads production process
FDFZPRTC2A	Operate a chocolate tempering process
FDFZPRWD2A	Operate a washing and drying process
FDFZPRWP2A	Operate a water purification process

Specialist: Production Level 3

Code	Title
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 2

Code	Title
BSBCM310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRRI5A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

Specialist: Technical Level 4

Code	Title
FDFOPHCP3A	Participate in a HACCP team
FDFTECCCS4A	Control food contamination and spoilage
FDFTECENG4A	Apply basic engineering principles to a food production process
FDFTECENV4A	Manage the implementation of environmental management policies and procedures in the workplace
FDFTECFAD4A	Apply an understanding of food additives
FDFTECLEG4A	Apply an understanding of legal requirements in food production
FDFTECNUM4A	Describe and analyse data using mathematical principles
FDFTECPAK4A	Apply principles of food packaging
FDFTECPSC4A	Identify the physical and chemical properties of materials, food and related products
FDFTECWTP4A	Manage water treatment processes

Specialist: Technical Level 5

Code	Title
FDFTECENV4A	Manage the implementation of environmental management policies and procedures in the workplace
FDFTECPPR4A	Participate in product recalls
FDFTECPT5A	Manage and evaluate new product trials
FDFTECUTE5A	Manage utilities and energy for a production process
FDFTECWTP4A	Manage water treatment processes

Elective Units referenced in the Packaging Rules

Code	Title
FDFOPTSM3A	Support and mentor individuals and groups
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRCI2A	Operate a process control interface
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSYS3A	Operate processes in a production system

FDF50207 Diploma of Pharmaceutical Manufacturing

AQF Level	Core Units	Specialist and Optional Units	No of Units Required												
5	<p>Total of 9 Core Units</p> <p>FDFPMPW4A Manage people in a work area</p> <p>FDFPLSCP4A Schedule and manage production</p> <p>FDFPMOHS4A Manage the implementation of occupational health and safety policies and procedures in the workplace</p> <p>FDFGMP4A Facilitate and monitor Good Manufacturing Practice</p> <p>FDFPHFCC4A Facilitate contamination control</p> <p>FDFPHRWD4A Prepare and review workplace documentation to support GMP</p> <p>FDFPHRNC4A Respond to non-conformance</p> <p>FDFCORWCM2A Present and apply workplace information</p> <p>FDFCORBM2A Use basic mathematical concepts</p>	<p>Total of 19 Specialist/Optional Units</p> <ul style="list-style-type: none"> 6 units from Specialist or Optional, or both, at AQF level 5 5 units from Specialist or Optional, or both, at AQF level 4 3 units that satisfy the following conditions: <p>FDFZPRSYS3A Operate processes in a production system</p> <p>PLUS</p> <p>2 prerequisite AQF 2 Specialist units</p> <p>OR</p> <p>FDFZPKSYS3A Operate processes in a packaging system</p> <p>PLUS</p> <p>2 prerequisite AQF 2 Specialist units</p> <ul style="list-style-type: none"> 5 units that satisfy the following conditions: 	28												
		<table border="1"> <thead> <tr> <th colspan="2">Specialist or Optional units at AQF 2</th> <th colspan="2">Specialist or Optional units at AQF 3</th> </tr> <tr> <th>Minimum</th> <th>Maximum</th> <th>Minimum</th> <th>Maximum</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>3</td> <td>2</td> <td>5</td> </tr> </tbody> </table>		Specialist or Optional units at AQF 2		Specialist or Optional units at AQF 3		Minimum	Maximum	Minimum	Maximum	-	3	2	5
		Specialist or Optional units at AQF 2		Specialist or Optional units at AQF 3											
		Minimum		Maximum	Minimum	Maximum									
		-		3	2	5									

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Diploma of Pharmaceutical Manufacturing:

- 28 Units

- 9 Core Units

Core (refer to the unit list at the end of this section)

- and 19 Specialist/Optional Units

- 6 Units from Specialist or Optional, or both, at AQF level 5

Specialist: Information Management Level 5 (refer to the unit list at the end of this section)

Specialist: People Management/Work Relationships Level 5 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 5 (refer to the unit list at the end of this section)

Specialist: Planning Level 5 (refer to the unit list at the end of this section)

Specialist: Process Improvement Level 5 (refer to the unit list at the end of this section)

Specialist: Technical Level 5 (refer to the unit list at the end of this section)

- and 5 Units from Specialist or Optional, or both, at AQF level 4

Specialist: Information Management Level 4 (refer to the unit list at the end of this section)

Specialist: People Management/Work Relationships Level 4 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 4 (refer to the unit list at the end of this section)

Specialist: Planning Level 4 (refer to the unit list at the end of this section)

Specialist: Process Improvement Level 4 (refer to the unit list at the end of this section)

Specialist: Technical Level 4 (refer to the unit list at the end of this section)

- and 1 Unit and 2 prerequisite AQF 2 Specialist units

- FDFZPRSYS3A Operate processes in a production system

- FDFOPTSM3A Support and mentor individuals and groups

- and FDFZPRCI2A Operate a process control interface

- or FDFZPKSYS3A Operate processes in a packaging system

- FDFOPTSM3A Support and mentor individuals and groups

- and FDFZPRCI2A Operate a process control interface

- and 5 Units

- Maximum of 3 Units at AQF 2 sets

- Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- or Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

- and between 2 and 5 Units at AQF 3 sets

- Specialist sets

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- and Optional sets

Optional: Level 3 (refer to the unit list at the end of this section)

ELECTIVE UNITS

Core

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORWCM2A	Present and apply workplace information
FDFPHFCC4A	Facilitate contamination control
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice
FDFPHRNC4A	Respond to non-conformance
FDFPHRWD4A	Prepare and review workplace documentation to support GMP
FDFPLSCP4A	Schedule and manage production
FDFPMMPW4A	Manage people in the work area
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
FDFOPTTG3A	Lead work teams and groups
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFMS2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFEOBP2B	Operate a bleaching process
FDFEOCP2A	Operate a complecting process
FDFEODP2B	Operate a deodorising process
FDFEOFL2A	Operate a flake preparation process
FDFEOFP2B	Operate a fractionation process
FDFEOHP2B	Operate a hydrogenation process
FDFEOIN2B	Operate an interesterification (IE) process
FDFEONP2B	Operate a neutralisation process
FDFEOSSP2A	Operate a soap splitting process
FDFEOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMMSG2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Information Management Level 4

Code	Title
BSBCM405A	Analyse and present research information
BSBMGT504A	Manage budgets and financial plans
FDFIMEPC4A	Establish process capability
FDFIMMWB4A	Manage a work area within budget

Specialist: Information Management Level 5

Code	Title
BSBMGT503A	Prepare budgets and financial plans
BSBMGT504A	Manage budgets and financial plans
FDFIMEPC4A	Establish process capability

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: People Management/Work Relationships Level 4

Code	Title
BSBFLM502A	Provide leadership in the workplace
BSBMGT506A	Recruit, select and induct staff
FDFPMMAC5A	Manage supplier agreements and contracts
FDFPMMPW4A	Manage people in the work area
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace
PMAPER301A	Monitor and control work permits
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS403A	Develop assessment tools
TAAASS404A	Participate in assessment validation
TAADES402A	Design and develop learning programs

Specialist: People Management/Work Relationships Level 5

Code	Title
BSBFLM502A	Provide leadership in the workplace
BSBMGT506A	Recruit, select and induct staff
FDFPMMAC5A	Manage supplier agreements and contracts
FDFPMMPW4A	Manage people in the work area
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Pharmaceutical Level 4

Code	Title
FDFPHCCP4A	Participate in change control procedures
FDFPHFCC4A	Facilitate contamination control
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice
FDFPHRNC4A	Respond to non-conformance
FDFPHRWD4A	Prepare and review workplace documentation to support GMP
FDFPHVP4A	Participate in validation processes
MCMC410A	Lead change in a manufacturing environment
MCMS401A	Ensure process improvements are sustained
MCMT421A	Facilitate a Just in Time (JIT) system
MCMT430A	Improve cost factors in work practices
MCMT432A	Analyse manual handling processes
MCMT440A	Lead 5S in a manufacturing environment
MCMT450A	Undertake process capability improvements
MCMT451A	Mistake proof a production process
MCMT460A	Facilitate the use of planning software systems in manufacturing
MCMT461A	Facilitate SCADA systems in a manufacturing team or work area

Specialist: Pharmaceutical Level 5

Code	Title
FDFPHCCP4A	Participate in change control procedures
FDFPHFCC4A	Facilitate contamination control
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice
FDFPHRNC4A	Respond to non-conformance
FDFPHRWD4A	Prepare and review workplace documentation to support GMP
FDFPHVP4A	Participate in validation processes
MCMC410A	Lead change in a manufacturing environment
MCMS401A	Ensure process improvements are sustained
MCMT421A	Facilitate a Just in Time (JIT) system
MCMT430A	Improve cost factors in work practices
MCMT432A	Analyse manual handling processes
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MCMT460A	Facilitate the use of planning software systems in manufacturing
MCMT461A	Facilitate SCADA systems in a manufacturing team or work area
MCMT620A	Develop quick changeover procedures

Specialist: Planning Level 4

Code	Title
FDFPLPCM4A	Plan and co-ordinate maintenance
FDFPLSCP4A	Schedule and manage production

Specialist: Planning Level 5

Code	Title
FDFPLDMP5A	Design and maintain programs to support legal compliance
FDFPLSCP4A	Schedule and manage production
PSPPM502A	Manage projects

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBFBP3A	Operate a final proof and baking process
FDFPBBMU3A	Operate a dough make up process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receive and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 2

Code	Title
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process

Specialist: Process Improvement Level 4

Code	Title
BSBCMN412A	Promote innovation and change
BSBFLM507A	Manage quality customer service
FDFPIOWP4A	Optimise a work process

Specialist: Process Improvement Level 5

Code	Title
BSBFLM507A	Manage quality customer service
BSBFLM510A	Facilitate and capitalise on change and innovation
FDFPIOWP4A	Optimise a work process

Specialist: Production Level 2

Code	Title
FDFZPRBP2A	Operate a baking process
FDFZPRCI2A	Operate a process control interface
FDFZPRCP2A	Operate a coating application process
FDFZPRCR2A	Work in a clean room environment
FDFZPRDTP2A	Operate a depositing process
FDFZPREP2A	Operate an evaporation process
FDFZPRER2A	Operate an enrobing process
FDFZPREX2A	Operate an extrusion process
FDFZPRFP2A	Operate a filtration process
FDFZPRFY2A	Operate a frying process
FDFZPRHT2A	Operate a heat treatment process
FDFZPRMBC2A	Operate a mixing/blending and cooking process
FDFZPROD2A	Operate a drying process
FDFZPROH2A	Operate an homogenising process
FDFZPROR2A	Operate a retort process
FDFZPRPP2A	Operate pumping equipment
FDFZPRPR2A	Operate a production process
FDFZPRRM2A	Pre-process raw materials
FDFZPRRN2A	Operate a reduction process
FDFZPRSEP2A	Operate a separation process
FDFZPRSPS2A	Operate a spreads production process
FDFZPRTC2A	Operate a chocolate tempering process
FDFZPRWD2A	Operate a washing and drying process
FDFZPRWP2A	Operate a water purification process

Specialist: Production Level 3

Code	Title
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 2

Code	Title
BSBCM310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRRI5A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

Specialist: Technical Level 4

Code	Title
FDFOPHCP3A	Participate in a HACCP team
FDFTECCCS4A	Control food contamination and spoilage
FDFTECENG4A	Apply basic engineering principles to a food production process
FDFTECENV4A	Manage the implementation of environmental management policies and procedures in the workplace
FDFTECFAD4A	Apply an understanding of food additives
FDFTECLEG4A	Apply an understanding of legal requirements in food production
FDFTECNUM4A	Describe and analyse data using mathematical principles
FDFTECPAK4A	Apply principles of food packaging
FDFTECPSC4A	Identify the physical and chemical properties of materials, food and related products
FDFTECWTP4A	Manage water treatment processes

Specialist: Technical Level 5

Code	Title
FDFTECENV4A	Manage the implementation of environmental management policies and procedures in the workplace
FDFTECPPR4A	Participate in product recalls
FDFTECPT5A	Manage and evaluate new product trials
FDFTECUTE5A	Manage utilities and energy for a production process
FDFTECWTP4A	Manage water treatment processes

Elective Units referenced in the Packaging Rules

Code	Title
FDFOPTSM3A	Support and mentor individuals and groups
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRCI2A	Operate a process control interface
FDFZPRSYS3A	Operate processes in a production system

FDF51007 Diploma of Food Processing (: ood Safety Auditing)

AQF Level	Core Units	Specialist and Optional Units	No of Units Required												
5	<p>Total of 7 Core Units</p> <p>? FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures</p> <p>? FDFCORQFS3A Monitor the implementation of quality and food safety programs</p> <p>? FDFCORWCM2A Present and apply workplace information</p> <p>? FDFCORBM2A Use basic mathematical concepts</p> <p>? FDFFCFSAA Conduct food safety audits</p> <p>? FDFFSCHZA Identify, evaluate and control food safety hazards</p> <p>? FDFFSCOMA Communicate and negotiate to conduct food safety audits</p>	<p>Total of 22 Specialist/Optional Units</p> <ul style="list-style-type: none"> 7 units from Specialist at AQF level 5 6 units from Specialist at AQF level 4 FDFZPRIPK3A Apply raw materials/ingredient and process knowledge 3 units that satisfy the following conditions: <p>FDFZPRSYS3A Operate processes in a production system</p> <p>PLUS</p> <p>2 prerequisite AQF 2 Specialist units</p> <p>OR</p> <p>FDFZPKSYS3A Operate processes in a packaging system</p> <p>PLUS</p> <p>2 prerequisite AQF 2 Specialist units</p> <ul style="list-style-type: none"> 5 units that satisfy the following conditions: 	29												
		<table border="1"> <thead> <tr> <th colspan="2">Specialist or Optional units at AQF 2</th> <th colspan="2">Specialist or Optional units at AQF 3</th> </tr> <tr> <th>Minimum</th> <th>Maximum</th> <th>Minimum</th> <th>Maximum</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>3</td> <td>2</td> <td>5</td> </tr> </tbody> </table>		Specialist or Optional units at AQF 2		Specialist or Optional units at AQF 3		Minimum	Maximum	Minimum	Maximum	-	3	2	5
		Specialist or Optional units at AQF 2		Specialist or Optional units at AQF 3											
		Minimum		Maximum	Minimum	Maximum									
		-		3	2	5									

Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

To achieve a Diploma of Food Processing (Food Safety Auditing):

- 29 Units

- 7 Core Units

Core (refer to the unit list at the end of this section)

- and 22 Specialist/Optional Units

- 7 Units from Specialist at AQF level 5

Specialist: Information Management Level 5 (refer to the unit list at the end of this section)

Specialist: People Management/Work Relationships Level 5 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 5 (refer to the unit list at the end of this section)

Specialist: Planning Level 5 (refer to the unit list at the end of this section)

Specialist: Process Improvement Level 5 (refer to the unit list at the end of this section)

Specialist: Technical Level 5 (refer to the unit list at the end of this section)

- and 6 Units from Specialist at AQF level 4

Specialist: Information Management Level 4 (refer to the unit list at the end of this section)

Specialist: People Management/Work Relationships Level 4 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 4 (refer to the unit list at the end of this section)

Specialist: Planning Level 4 (refer to the unit list at the end of this section)

Specialist: Process Improvement Level 4 (refer to the unit list at the end of this section)

Specialist: Technical Level 4 (refer to the unit list at the end of this section)

- and FDFZPRIPK3A Apply raw materials/ingredient and process knowledge

- and 3 Units

- FDFZPRSYS3A Operate processes in a production system

- FDFOPTSM3A Support and mentor individuals and groups

- and FDFZPRCI2A Operate a process control interface

- and FDFZPKSYS3A Operate processes in a packaging system

- FDFOPTSM3A Support and mentor individuals and groups

- and FDFZPRCI2A Operate a process control interface

- and 5 Units

- Maximum of 3 Units from AQF 2 sets

- Specialist sets

Specialist: Aerated waters Level 2 (refer to the unit list at the end of this section)

Specialist: Biscuits Level 2 (refer to the unit list at the end of this section)

Specialist: Cake Level 2 (refer to the unit list at the end of this section)

Specialist: Cleaning and sanitation Level 2 (refer to the unit list at the end of this section)

Specialist: Coffee Level 2 (refer to the unit list at the end of this section)

Specialist: Confectionary Level 2 (refer to the unit list at the end of this section)

Specialist: Dairy processing Level 2 (refer to the unit list at the end of this section)

Specialist: Edible oils and fats Level 2 (refer to the unit list at the end of this section)

Specialist: Flour milling Level 2 (refer to the unit list at the end of this section)

Specialist: Fruit and vegetable Level 2 (refer to the unit list at the end of this section)

Specialist: Honey Level 2 (refer to the unit list at the end of this section)

Specialist: Ice Level 2 (refer to the unit list at the end of this section)

Specialist: Materials handling Level 2 (refer to the unit list at the end of this section)

Specialist: Packaging Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical (complimentary) Level 2 (refer to the unit list at the end of this section)

Specialist: Pharmaceutical Level 2 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 2 (refer to the unit list at the end of this section)

Specialist: Poultry Level 2 (refer to the unit list at the end of this section)

Specialist: Preparation and mixing Level 2 (refer to the unit list at the end of this section)

Specialist: Production Level 2 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 2 (refer to the unit list at the end of this section)

Specialist: Retail/Small business Level 2 (refer to the unit list at the end of this section)

Specialist: Stockfeed Milling Level 2 (refer to the unit list at the end of this section)

- and Optional sets

Optional: Level 2 (refer to the unit list at the end of this section)

- and between 2 and 3 Units from AQF 3 sets

- Specialist sets

Specialist: Packaging Level 3 (refer to the unit list at the end of this section)

Specialist: Plant Baking Bread Level 3 (refer to the unit list at the end of this section)

Specialist: Poultry Level 3 (refer to the unit list at the end of this section)

Specialist: Production Level 3 (refer to the unit list at the end of this section)

Specialist: Retail Baking Level 3 (refer to the unit list at the end of this section)

- and Optional sets

Optional: Level 3 (refer to the unit list at the end of this section)

ELECTIVE UNITS

Core

Code	Title
FDFCORBM2A	Use basic mathematical concepts
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures
FDFCORQFS3A	Monitor the implementation of quality and food safety programs
FDFCORWCM2A	Present and apply workplace information
FDFFCFSAA	Conduct food safety audits
FDFFSCHZA	Identify, evaluate and control food safety hazards
FDFFSCOMA	Communicate and negotiate to conduct food safety audits

Optional: Level 2

Code	Title
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures
FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace

Optional: Level 3

Code	Title
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups
FDFOPTTG3A	Lead work teams and groups
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power system
PMBMAINT406A	Identify problems in electronic control systems
PMBQUAL390A	Solve problems using 'quality tools'
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skills
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock

Specialist: Aerated waters Level 2

Code	Title
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process

Specialist: Biscuits Level 2

Code	Title
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products

Specialist: Cake Level 2

Code	Title
FDFCAKCS2A	Operate a cooling and slicing process

Specialist: Cleaning and sanitation Level 2

Code	Title
FDFZCSCIP2A	Clean equipment in place
FDFZCSCS2A	Clean and sanitize equipment
PRMCL18A	Clean a unit or location to achieve a low bacteria condition

Specialist: Coffee Level 2

Code	Title
FDFTCRG2B	Manufacture coffee (roast and ground)

Specialist: Confectionary Level 2

Code	Title
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFPC2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFSM2A	Operate a starch moulding process

Specialist: Dairy processing Level 2

Code	Title
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process
FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process

Specialist: Edible oils and fats Level 2

Code	Title
FDFEOBP2B	Operate a bleaching process
FDFEOCP2A	Operate a complecting process
FDFEODP2B	Operate a deodorising process
FDFEOFL2A	Operate a flake preparation process
FDFEOFP2B	Operate a fractionation process
FDFEOHP2B	Operate a hydrogenation process
FDFEOIN2B	Operate an interesterification (IE) process
FDFEONP2B	Operate a neutralisation process
FDFEOSSP2A	Operate a soap splitting process
FDFEOWP2B	Operate a winterisation process

Specialist: Flour milling Level 2

Code	Title
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMMSG2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process

Specialist: Fruit and vegetable Level 2

Code	Title
FDFFFVFP2B	Operate a freezing process

Specialist: Honey Level 2

Code	Title
FDFHYCH2A	Operate a creamed honey manufacture process

Specialist: Ice Level 2

Code	Title
FDFICIM2A	Operate an ice manufacturing process

Specialist: Information Management Level 4

Code	Title
BSBCM405A	Analyse and present research information
BSBMGT504A	Manage budgets and financial plans
FDFIMEPC4A	Establish process capability
FDFIMMWB4A	Manage a work area within budget

Specialist: Information Management Level 5

Code	Title
BSBMGT503A	Prepare budgets and financial plans
BSBMGT504A	Manage budgets and financial plans
FDFIMEPC4A	Establish process capability

Specialist: Materials handling Level 2

Code	Title
FDFZMHDT2A	Operate a bulk dry goods transfer process
FDFZMHFS2A	Work in a freezer storage area
FDFZMHLT2A	Operate a bulk liquid transfer process
FDFZMHLU2A	Load and unload tankers
FDFZMHTS2A	Work with temperature controlled stock

Specialist: Packaging Level 2

Code	Title
FDFZPKBSB2A	Operate a blending, sieving and bagging process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKFCC2A	Fill and close product in cans
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment

Specialist: Packaging Level 3

Code	Title
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSP3A	Set up a production line for operation
FDFZPRSYS3A	Operate processes in a production system

Specialist: People Management/Work Relationships Level 4

Code	Title
BSBFLM502A	Provide leadership in the workplace
BSBMGT506A	Recruit, select and induct staff
FDFPMMAC5A	Manage supplier agreements and contracts
FDFPMMPW4A	Manage people in the work area
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace
PMAPER301A	Monitor and control work permits
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS403A	Develop assessment tools
TAAASS404A	Participate in assessment validation
TAADES402A	Design and develop learning programs

Specialist: People Management/Work Relationships Level 5

Code	Title
BSBFLM502A	Provide leadership in the workplace
BSBMGT506A	Recruit, select and induct staff
FDFPMMAC5A	Manage supplier agreements and contracts
FDFPMMPW4A	Manage people in the work area
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace

Specialist: Pharmaceutical (complimentary) Level 2

Code	Title
FDFPHCON2A	Operate a concentration process
FDFPHEXT2A	Operate an extraction process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Specialist: Pharmaceutical Level 2

Code	Title
FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Specialist: Pharmaceutical Level 4

Code	Title
FDFPHCCP4A	Participate in change control procedures
FDFPHFCC4A	Facilitate contamination control
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice
FDFPHRNC4A	Respond to non-conformance
FDFPHRWD4A	Prepare and review workplace documentation to support GMP
FDFPHVP4A	Participate in validation processes
MCMC410A	Lead change in a manufacturing environment
MCMS401A	Ensure process improvements are sustained
MCMT421A	Facilitate a Just in Time (JIT) system
MCMT430A	Improve cost factors in work practices
MCMT432A	Analyse manual handling processes
MCMT440A	Lead 5S in a manufacturing environment
MCMT450A	Undertake process capability improvements
MCMT451A	Mistake proof a production process
MCMT460A	Facilitate the use of planning software systems in manufacturing
MCMT461A	Facilitate SCADA systems in a manufacturing team or work area

Specialist: Pharmaceutical Level 5

Code	Title
FDFPHCCP4A	Participate in change control procedures
FDFPHFCC4A	Facilitate contamination control
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MCMT450A	Undertake process capability improvements
MCMT451A	Mistake proof a production process
MCMT460A	Facilitate the use of planning software systems in manufacturing
MCMT461A	Facilitate SCADA systems in a manufacturing team or work area
MCMT620A	Develop quick changeover procedures

Specialist: Planning Level 4

Code	Title
FDFPLPCM4A	Plan and co-ordinate maintenance
FDFPLSCP4A	Schedule and manage production

Specialist: Planning Level 5

Code	Title
FDFPLDMP5A	Design and maintain programs to support legal compliance
FDFPLSCP4A	Schedule and manage production
PSPPM502A	Manage projects

Specialist: Plant Baking Bread Level 2

Code	Title
FDFPBSW2B	Operate a cooling, slicing and wrapping process

Specialist: Plant Baking Bread Level 3

Code	Title
FDFPBBDM3A	Operate a dough mixing process
FDFPBFBP3A	Operate a final proof and baking process
FDFPBBMU3A	Operate a dough make up process

Specialist: Poultry Level 2

Code	Title
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receival and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process

Specialist: Poultry Level 3

Code	Title
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)

Specialist: Preparation and mixing Level 2

Code	Title
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process

Specialist: Process Improvement Level 4

Code	Title
BSBCMN412A	Promote innovation and change
BSBFLM507A	Manage quality customer service
FDFPIOWP4A	Optimise a work process

Specialist: Process Improvement Level 5

Code	Title
BSBFLM507A	Manage quality customer service
BSBFLM510A	Facilitate and capitalise on change and innovation
FDFPIOWP4A	Optimise a work process

Specialist: Production Level 2

Code	Title
FDZPRBP2A	Operate a baking process
FDZPRCI2A	Operate a process control interface
FDZPRCP2A	Operate a coating application process
FDZPRCR2A	Work in a clean room environment
FDZPRDTP2A	Operate a depositing process
FDZPREP2A	Operate an evaporation process
FDZPRER2A	Operate an enrobing process
FDZPREX2A	Operate an extrusion process
FDZPRFP2A	Operate a filtration process
FDZPRFY2A	Operate a frying process
FDZPRHT2A	Operate a heat treatment process
FDZPRMBC2A	Operate a mixing/blending and cooking process
FDZPROD2A	Operate a drying process
FDZPROH2A	Operate an homogenising process
FDZPROR2A	Operate a retort process
FDZPRPP2A	Operate pumping equipment
FDZPRPR2A	Operate a production process
FDZPRRM2A	Pre-process raw materials
FDZPRRN2A	Operate a reduction process
FDZPRSEP2A	Operate a separation process
FDZPRSPS2A	Operate a spreads production process
FDZPRTC2A	Operate a chocolate tempering process
FDZPRWD2A	Operate a washing and drying process
FDZPRWP2A	Operate a water purification process

Specialist: Production Level 3

Code	Title
FDZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDZPRSP3A	Set up a production line for operation
FDZPRSYS3A	Operate processes in a production system

Specialist: Retail Baking Level 2

Code	Title
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRbff2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan
THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid

Specialist: Retail Baking Level 3

Code	Title
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production

Specialist: Retail/Small business Level 2

Code	Title
BSBCMN310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
WRRF1B	Balance register/terminal
WRRF2B	Perform retail finance duties
WRRFM5B	Prepare and display bakery products
WRRI5A	Maintain and order stock
WRRLP2B	Minimise theft
WRRLP4B	Maintain store security
WRRM1B	Merchandise products
WRRS2B	Advise on products and services

Specialist: Stockfeed Milling Level 2

Code	Title
FDFSFGP2B	Operate a grinding process

Specialist: Technical Level 4

Code	Title
FDFOPHCP3A	Participate in a HACCP team
FDFTECCCS4A	Control food contamination and spoilage
FDFTECENG4A	Apply basic engineering principles to a food production process
FDFTECENV4A	Manage the implementation of environmental management policies and procedures in the workplace
FDFTECFAD4A	Apply an understanding of food additives
FDFTECLEG4A	Apply an understanding of legal requirements in food production
FDFTECNUM4A	Describe and analyse data using mathematical principles
FDFTECPAK4A	Apply principles of food packaging
FDFTECPSC4A	Identify the physical and chemical properties of materials, food and related products
FDFTECWTP4A	Manage water treatment processes

Specialist: Technical Level 5

Code	Title
FDFTECENV4A	Manage the implementation of environmental management policies and procedures in the workplace
FDFTECPPR4A	Participate in product recalls
FDFTECPT5A	Manage and evaluate new product trials
FDFTECUTE5A	Manage utilities and energy for a production process
FDFTECWTP4A	Manage water treatment processes

Elective Units referenced in the Packaging Rules

Code	Title
FDFOPTSM3A	Support and mentor individuals and groups
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRCI2A	Operate a process control interface
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDFZPRSYS3A	Operate processes in a production system

Assessment Guidelines

Introduction

These Assessment Guidelines provide the endorsed framework for assessment of units of competency in this Training Package. They are designed to ensure that assessment is consistent with the Australian Quality Training Framework (AQTF) *Standards for Registered Training Organisations*. Assessments against the units of competency in this Training Package must be carried out in accordance with these Assessment Guidelines.

Assessment System Overview

This section provides an overview of the requirements for assessment when using this Training Package, including a summary of the AQTF requirements; licensing/registration requirements; and assessment pathways.

Benchmarks for Assessment

Assessment within the National Training Framework is the process of collecting evidence and making judgements about whether competency has been achieved to confirm whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency.

In the areas of work covered by this Training Package, the endorsed units of competency are the benchmarks for assessment. As such, they provide the basis for nationally recognised Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by Registered Training Organisations (RTOs).

Australian Quality Training Framework Assessment Requirements

Assessment leading to nationally recognised AQF qualifications and Statements of Attainment in the vocational education and training sector must meet the requirements of the AQTF as expressed in the *Standards for Registered Training Organisations*.

The *Standards for Registered Training Organisations* can be downloaded from the DEST website at www.dest.gov.au or can be obtained in hard copy from DEST. The following points summarise the assessment requirements under the AQTF.

Registration of Training Organisations

Assessment must be conducted by, or on behalf of, an RTO formally registered by a State or Territory Registering/Course Accrediting Body in accordance with the *Standards for Registered Training Organisations*. The RTO must have the specific units of competency and/or AQF qualifications on its scope of registration. See Section 1 of the *Standards for Registered Training Organisations*.

Quality Training and Assessment

Each RTO must have systems in place to plan for and provide quality training and assessment across all its operations. See Standard 1 of the *Standards for Registered Training Organisations*.

Assessor Competency Requirements

Each person involved in training, assessment or client service must be competent for the functions they perform. See Standard 7 of the *Standards for Registered Training Organisations* for assessor competency requirements. Standard 7 also specifies the competencies that must be held by trainers.

Assessment Requirements

The RTOs assessments must meet the requirements of the endorsed components of Training Packages within its scope of registration. See Standard 8 of the *Standards for Registered Training Organisations*.

Assessment Strategies

Each RTO must identify, negotiate, plan and implement appropriate learning and assessment strategies to meet the needs of each of its clients. See Standard 9 of the *Standards for Registered Training Organisations*.

Mutual Recognition

Each RTO must recognise the AQF qualifications and Statements of Attainment issued by any other RTO. See Standard 5 of the *Standards for Registered Training Organisations*.

Access and Equity and Client Services

Each RTO must apply access and equity principles, provide timely and appropriate information, advice and support services that assist clients to identify and achieve desired outcomes. This may include reasonable adjustment in assessment. See Standard 6 of the *Standards for Registered Training Organisations*.

Partnership Arrangements

RTOs must have, and comply with, written agreements with each organisation providing training and/or assessment on its behalf. See Standard 1.6 of *Standards for Registered Training Organisations*.

Recording Assessment Outcomes

Each RTO must have effective administration and records management procedures in place, and must record AQF qualifications and Statements of Attainment issued. See Standards 4 and 10.2 of the *Standards for Registered Training*.

Issuing AQF Qualifications and Statement of Attainment

Each RTO must issue AQF qualifications and Statements of Attainment that meet the requirements of the *AQF Implementation Handbook* and the endorsed Training Packages within the scope of its registration. An AQF qualification is issued once the full requirements for a qualification, as specified in the nationally endorsed Training Package are met. A Statement of Attainment is issued where the individual is assessed as competent against fewer units of competency than required for an AQF qualification. See Standard 10 and Section 2 of the *Standards for Registered Training Organisations*.

Licensing/registration requirements

This section provides information on licensing/registration requirements for this Training Package, with the following important disclaimer.

Licensing and registration requirements that apply to specific industries, and vocational education and training, vary between each State and Territory, and can regularly change. The developers of this Training Package, and DEST, consider that the licensing/registration requirements described in this section apply to RTOs, assessors or candidates with respect to this Training Package. While reasonable care has been taken in its preparation, the developers of this Training Package and DEST cannot guarantee that the list is definitive or accurate at the time of reading; the information in this section is provided in good faith on that basis.

Contact the relevant state or territory department(s) to check if the licensing/registration

requirements described below still apply, and to check if there are any others with which you must comply. For further information contact www.agrifoodskills.net.au.

Requirements for assessors

In order to conduct assessment for statutory licensing or other industry registration requirements, assessors must meet the requirements outlined below, in addition to the AQTF requirements.

Some individual units of competency may be subject to licensing arrangements before training is commenced or before undertaking related work in the industry. Other units may require licences for those responsible for delivery and assessment. Competency standards where licensing arrangements may be relevant include those dealing with:

- turbine and boiler operation
- forklift operation
- application of pesticides
- working in confined spaces.

For further information on licensing requirements, refer to the National Occupational Health and Safety Commission Standard: National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment [NOHSC:1006 (2001)] and [NOHSC:7019 (1992)] and the NOHSC website at www.nohsc.gov.au.

When assessing an area covered by a licence, the assessment must be conducted according to the requirements of the managing authority and according to the Assessment Guidelines contained within this Training Package. In the case of certificated occupations managed by NOHSC, assessment must be carried out by a certificated assessor in accordance with NOHSC guidelines. Interpretation and implementation of these guidelines are the responsibility of the relevant state or territory health and safety authority.

Assessors of food safety auditors may need to meet additional certification requirements depending on the nature of the food safety auditing scheme. Refer to information within the relevant units and also see the Agri-foods Industry Skills website for information on food safety auditing qualifications, www.agrifoodskills.net.au.

Individuals conducting assessments of units that cover statutory licensing and industry registration arrangements must comply with training, experience and registration requirements additional to the minimum requirements identified in this Training Package.

Requirements for RTOs

Selected units of competency and qualifications in this Training Package provide the basis for a range of statutory licensing and industry registration arrangements. To satisfy these licensing and registration arrangements, RTOs must meet those additional requirements.

Requirements for candidates

Individuals being assessed under statutory licensing and industry registration systems must comply with training and experience requirements additional to the minimum requirements identified in this Training Package. This applies specifically to food safety auditor candidates.

Pathways

The competencies in this Training Package may be attained in a number of ways including through:

- formal or informal education and training
- experiences in the workplace

- general life experience, and/or
- any combination of the above.

Assessment under this Training Package leading to an AQF qualification or Statement of Attainment may follow a learning and assessment pathway, an assessment-only or recognition pathway, or a combination of the two as illustrated in the following diagram.

Each of these assessment pathways leads to full recognition of competencies held - the critical issue is that the candidate is competent, not how the competency was acquired.

Assessment, by any pathway, must comply with the assessment requirements set out in the *Standards for Registered Training Organisations*.

Learning and Assessment Pathways

Usually, learning and assessment are integrated, with assessment evidence being collected and feedback provided to the candidate at anytime throughout the learning and assessment process.

Learning and assessment pathways may include structured programs in a variety of contexts using a range of strategies to meet different learner needs. Structured learning and assessment programs could be: group-based, work-based, project-based, self-paced, action learning-based; conducted by distance or e-learning; and/or involve practice and experience in the workplace.

Learning and assessment pathways to suit New Apprenticeships have a mix of formal structured training and structured workplace experience with formative assessment activities through which candidates can acquire and demonstrate skills and knowledge from the relevant units of competency.

Assessment-Only or Recognition of Prior Learning Pathway

Competencies already held by individuals can be formally assessed against the units of competency in this Training Package, and should be recognised regardless of how, when or where they were achieved.

In an assessment-only or Recognition of Prior Learning (RPL) pathway, the candidate provides current, quality evidence of their competency against the relevant unit of competency. This process may be directed by the candidate and verified by the assessor, such as in the compilation of portfolios; or directed by the assessor, such as through observation of workplace performance and skills application, and oral and/or written assessment. Where the outcomes of this process indicate that the candidate is competent, structured training is not required. The RPL requirements of Standard 8.2 of the *Standards for Registered Training Organisations* must be met.

As with all assessment, the assessor must be confident that the evidence indicates that the candidate is currently competent against the endorsed unit of competency. This evidence may take a variety of forms and might include certification, references from past employers, testimonials from clients, and work samples. The onus is on candidates to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies. In judging evidence, the assessor must ensure that the evidence of prior learning is:

- authentic (the candidates own work)
- valid (directly related to the current version of the relevant endorsed unit of competency)
- reliable (shows that the candidate consistently meets the endorsed unit of competency)
- current (reflects the candidates current capacity to perform the aspect of the work covered by the endorsed unit of competency), and
- sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management

skills, contingency management skills, and job/role environment skills).

The assessment only or recognition of prior learning pathway is likely to be most appropriate in the following scenarios:

- candidates enrolling in qualifications who want recognition for prior learning or current competencies
- existing workers
- individuals with overseas qualifications
- recent migrants with established work histories
- people returning to the workplace, and
- people with disabilities or injuries requiring a change in career.

Combination of Pathways

Where candidates for assessment have gained competencies through work and life experience and gaps in their competence are identified, or where they require training in new areas, a combination of pathways may be appropriate.

In such situations, the candidate may undertake an initial assessment to determine their current competency. Once current competency is identified, a structured learning and assessment program ensures that the candidate acquires the required additional competencies identified as gaps.

Assessor Requirements

This section identifies the mandatory competencies for assessors, and clarifies how others may contribute to the assessment process where one person alone does not hold all the required competencies.

Assessor Competencies

The *Standards for Registered Training Organisations* specify mandatory competency requirements for assessors. For information, Standard 7.3 from the *Standards for Registered Training Organisations* follows:

7.3	a	The RTO must ensure that assessments are conducted by a person who has:
		<ul style="list-style-type: none"> • the following competencies* from the Training Package for Assessment and Workplace Training, or demonstrated equivalent competencies: <ul style="list-style-type: none"> • TAAASS401A Plan and organise assessment; • TAAASS402A Assess competence; • TAAASS404A Participate in assessment validation; • relevant vocational competencies, at least to the level being assessed.
	b	However, if a person does not have all of the competencies in Standards 7.3 a (i) and the vocational competencies as defined in 7.3 a (ii), one person with the competencies listed in Standard 7.3 a (i), and one or more persons who have the competencies listed in Standard 7.3 a (ii) may work together to conduct assessments.
		* A person who holds the competencies BSZ401A Plan assessment, BSZ402A Conduct assessment, and BSZ403A Review assessment from the Training Package for Assessment and Workplace Training will be accepted for the purposes of this standard. A person who has demonstrated equivalent competencies to BSZ401A and BSZ402A and BSZ403A in the period up to 12 months following publication of the Training and Assessment Training Package will also be accepted for the purposes of this standard.

Designing Assessment Tools

This section provides an overview on the use and development of assessment tools.

Use of Assessment Tools

Assessment tools provide a means of collecting the evidence that assessors use in making judgements about whether candidates have achieved competency.

There is no set format or process for the design, production or development of assessment tools. Assessors may use prepared assessment tools, such as those specifically developed to support this Training Package, or they may develop their own.

Using Prepared Assessment Tools

If using prepared assessment tools, assessors should ensure these are benchmarked, or mapped, against the current version of the relevant unit of competency. This can be done by checking that the materials are listed on the National Training Information Service (<http://www.ntis.gov.au>). Materials on the list have been noted by the National Training Quality Council as meeting their quality criteria for Training Package support materials.

Developing Assessment Tools

When developing assessment tools, assessors must ensure that they:

- are benchmarked against the relevant unit or units of competency
- are reviewed as part of the validation of assessment strategies as required under 9.2 (i) of the *Standards for Registered Training Organisations*
- meet the assessment requirements expressed in the *Standards for Registered Training Organisations*, particularly Standards 8 and 9.

A key reference for assessors developing assessment tools is TAA04 Training and Assessment Training Package and the unit of competency TAAASS403A *Develop assessment tools*. There is no set format or process for the design, production or development of assessment materials.

Conducting Assessment

This section details the mandatory assessment requirements and provides information on equity in assessment including reasonable adjustment.

Mandatory Assessment Requirements

Assessments must meet the criteria set out in Standard 8 from the *Standards for Registered Training Organisations*. For information, Standard 8 from the *Standards for Registered Training Organisations* is reproduced below.

8	RTO Assessments
	The RTOs assessments meet the requirements of the endorsed components of Training Packages and the outcomes specified in accredited courses within the scope of its registration.
8.1	The RTO must ensure that assessments (including RPL):
	i. comply with the assessment guidelines included in the applicable nationally endorsed Training Packages or the assessment requirements specified in accredited courses;

	ii.	lead to the issuing of a statement of attainment or qualification under the AQF when a person is assessed as competent against nationally endorsed unit(s) of competency in the applicable Training Package or modules specified in the applicable accredited course;
	iii.	are valid, reliable, fair and flexible;
	iv.	provide for applicants to be informed of the context and purpose of the assessment and the assessment process;
	v.	where relevant, focus on the application of knowledge and skill to standard of performance required in the workplace and cover all aspects workplace performance, including task skills, task management skills, contingency management skills and job role environment skills;
	vi.	involve the evaluation of sufficient evidence to enable judgements to be made about whether competency has been attained;
	vii.	provide for feedback to the applicant about the outcomes of the assessment process and guidance on future options in relation to those outcomes;
	viii.	are equitable for all persons, taking account of individual needs relevant to the assessment; and
	ix.	provide for reassessment on appeal.
8.2	a	The RTO must ensure that RPL is offered to all applicants on enrolment
	b	The RTO must have an RPL process that:
		<ul style="list-style-type: none"> i. is structured to minimise the time and cost to applicants; and ii. provides adequate information, support and opportunities for participants to engage in the RPL process.

Access and Equity

An individual's access to the assessment process should not be adversely affected by restrictions placed on the location or context of assessment beyond the requirements specified in this Training Package.

Reasonable adjustments can be made to ensure equity in assessment for people with disabilities. Adjustments include any changes to the assessment process or context that meet the individual needs of the person with a disability, but do not change competency outcomes. Such adjustments are considered reasonable if they do not impose an unjustifiable hardship on a training provider or employer. When assessing people with disabilities, assessors are encouraged to apply good practice assessment methods with sensitivity and flexibility.

Assessment in the Food Processing Industry

Assessing Competency

The assessor and candidate need to mutually implement agreed processes that will result in a valid, reliable, fair, flexible, sufficient, and authentic assessment of workplace competency.

The following points outline key reminders in relation to the assessment of competency. For more comprehensive information, refer to the Assessment Guidelines section.

Principles

Assessments must meet the assessor competency standards Plan assessment, Conduct assessment and Review assessment.

Assessment must include all Elements of the Unit of Competency being assessed. This includes all items in the Performance criteria and Evidence requirements.

If a simulated environment is to be used for assessment, it must be as close to the workplace context as possible, so that the assessment is a valid, reliable and fair indication of competency in the real workplace. The equipment, procedures and documentation should be those typically used in a workplace.

Assessment should not require a higher level of communication competency than that specified in the Core competencies for the particular AQF level.

Assessment should reinforce the integration of the key competencies and the food industry's Core competencies for the particular AQF level.

Process

The assessment process should be negotiated by the assessor and candidate so that both parties have confidence in the process and its outcomes.

Self-assessment by the candidate should be integrated into the assessment process wherever possible.

All employees directly or indirectly involved in the process should be briefed on the factors that will impact on them, eg duration, changes in work routine.

Practice

Assessment should be over time and a range of events to ensure that the candidate can consistently demonstrate authentic performance.

Evidence-gathering methods must be appropriate to the context, the assessor and the candidate. The methods used to collect evidence must meet the principles of validity, equity, authenticity and sufficiency.

The following is a list of common methods for gathering evidence. It is by no means exhaustive. It is generally advisable that at least two methods be used to ensure reliability.

- Workplace performance
- Simulation
- Role-play
- Questioning (oral or written)
- Visual presentation
- Work-based assignment or project
- Skills folio, demonstrating prior experience
- Third party reports

Following the assessment process, assessment outcomes need to be recorded and feedback provided in terms of performance against the competency standards.

Further Sources of Information

The section provides a listing of useful contacts and resources to assist assessors in planning, designing, conducting and reviewing of assessments against this Training Package.

Contacts

Contacts

Agri-food Industry Skills Council

7 National Circuit

BARTON ACT 2600

PO Box 5450

KINGSTON ACT 2604

Telephone: (02) 6163 7200

Fax: (02) 6163 7278

Web: www.agrifoodskills.net.au

Email: info@agrifoodskills.net.au

Australian Training Products Ltd

Level 25, 150 Lonsdale Street

MELBOURNE VIC 3000

PO Box 12211

A'Beckett Street Post Office

MELBOURNE VIC 8006

Telephone: (03) 9655 0600

Fax: (03) 9639 4684

Web: www.atpl.net.au

Email: sales@atpl.net.au

Innovation and Business Industry Skills Council

Building B, Level 2

192 Burwood Road

Telephone: (03) 9815 7000

Fax: (03) 9815 7001

Email: virtual@ibsa.org.au

General Resources

Refer to <http://antapubs.dest.gov.au/publications/search.asp> to locate the following ANTA publications.

AQF Implementation Handbook, third Edition. Australian Qualifications Framework Advisory Board, 2002, aqf.edu.au

Australian Quality Training Framework (AQTF) - for general information go to:
www.dest.gov.au/sectors

Australian Quality Training Framework (AQTF) - for resources and information go to:
www.dest.gov.au

Australian Quality Training Framework *Standards for Registered Training Organisations*, Australian National Training Authority, Melbourne, 2005. Available in hard copy from State

and Territory Training Authorities or can be downloaded from www.dest.gov.au

TAA04 Training and Assessment Training Package. This is available from the Innovation and Business Skills Australia (IBSA) Industry Skills Council and can be viewed, and components downloaded, from the National Training Information Service (NTIS). National Training Information Service, an electronic database providing comprehensive information about RTOs, Training Packages and accredited courses - www.ntis.gov.au *Style Guide for Training Package Support Materials*, Australian National Training Authority, Melbourne, 2003. Can be downloaded from the ANTA page at www.dest.gov.au

Assessment Resources

Training Package Assessment Guides - a range of resources to assist RTOs in developing Training Package assessment materials developed by DEST with funding from the Department of Education, Training and Youth Affairs. It is made up of 10 separate titles, as described at the ANTA publications page of www.dest.gov.au. Go to www.resourcegenerator.gov.au/loadpage.asp?TPAG.htm

Printed and/or CD ROM versions of the Guides can be purchased from Australian Training Products (ATP). The resource includes the following guides:

- Training Package Assessment Materials Kit
- Assessing Competencies in Higher Qualifications
- Recognition Resource
- Kit to Support Assessor Training
- Candidates Kit: Guide to Assessment in New Apprenticeships
- Assessment Approaches for Small Workplaces
- Assessment Using Partnership Arrangements
- Strategies for ensuring Consistency in Assessment
- Networking for Assessors
- Quality Assurance Guide for Assessment

An additional guide "Delivery and Assessment Strategies" has been developed to complement these resources.

Assessment Tool Design and Conducting Assessment

VETASSESS AND; Western Australian Department of Training and Employment 2000, *Designing Tests - Guidelines for designing knowledge based tests for Training Packages*. Vocational Education and Assessment Centre 1997, *Designing Workplace Assessment Tools, A self-directed learning program*, NSW TAFE.

Manufacturing Learning Australia 2000, *Assessment Solutions*, Australian Training Products, Melbourne.

Rumsey, David 1994, *Assessment practical guide*, Australian Government Publishing Service, Canberra.

Assessor Training

Australian Committee on Training Curriculum (ACTRAC) 1994, *Assessor training program - learning materials*, Australian Training Products, Melbourne.

Australian National Training Authority, *A Guide for Professional Development*, ANTA, Brisbane.

Australian Training Products Ltd *Assessment and Workplace Training, Training Package - Toolbox*, ATPL Melbourne.

Green, M, et al. 1997, *Key competencies professional development Package*, Department for Education and Childrens Services, South Australia.

Victorian TAFE Association 2000, *The professional development CD: A learning tool*, VTA, Melbourne.

Assessment System Design and Management

Office of Training and Further Education 1998, *Demonstrating best practice in VET project - assessment systems and processes*, OTFE Victoria.

Toop, L., Gibb, J. and; Worsnop, P. *Assessment system designs*, Australian Government Publishing Service, Canberra.

Western Australia Department of Training and VETASSESS 1998, *Kit for Skills Recognition Organisations*, WADOT, Perth.

Competency Standards

What is competency?

The broad concept of industry competency concerns the ability to perform particular tasks and duties to the standard of performance expected in the workplace. Competency requires the application of specified skills, knowledge and attitudes relevant to effective participation in an industry, industry sector or enterprise.

Competency covers all aspects of workplace performance and involves performing individual tasks; managing a range of different tasks; responding to contingencies or breakdowns; and, dealing with the responsibilities of the workplace, including working with others. Workplace competency requires the ability to apply relevant skills, knowledge and attitudes consistently over time and in the required workplace situations and environments. In line with this concept of competency Training Packages focus on what is expected of a competent individual in the workplace as an outcome of learning, rather than focussing on the learning process itself.

Competency standards in Training Packages are determined by industry to meet identified industry skill needs. Competency standards are made up of a number of units of competency each of which describes a key function or role in a particular job function or occupation. Each unit of competency within a Training Package is linked to one or more AQF qualifications.

Contextualisation of Units of Competency by RTOs

Registered Training Organisation (RTOs) may contextualise units of competency to reflect local outcomes required. Contextualisation could involve additions or amendments to the unit of competency to suit particular delivery methods, learner profiles, specific enterprise equipment requirements, or to otherwise meet local needs. However, the integrity of the overall intended outcome of the unit of competency must be maintained.

Any contextualisation of units of competency in this endorsed Training Package must be within the bounds of the following advice. In contextualising units of competency, RTOs:

- must not remove or add to the number and content of elements and performance criteria
- may add specific industry terminology to performance criteria where this does not distort or narrow the competency outcomes
- may make amendments and additions to the range statement as long as such changes do not diminish the breadth of application of the competency and reduce its portability, and/or
- may add detail to the evidence guide in areas such as the critical aspects of evidence or resources and infrastructure required where these expand the breadth of the competency but do not limit its use.

Components of Units of Competency

The components of units of competency are summarised below, in the order in which they appear in each unit of competency.

Unit Title

The unit title is a succinct statement of the outcome of the unit of competency. Each unit of competency title is unique, both within and across Training Packages.

Unit Descriptor

The unit descriptor broadly communicates the content of the unit of competency and the skill area it addresses. Where units of competency have been contextualised from units of

competency from other endorsed Training Packages, summary information is provided. There may also be a brief second paragraph that describes its relationship with other units of competency, and any licensing requirements.

Prerequisite Units (optional)

If there are any units of competency that must be completed before the unit, these will be listed.

Application of the Unit

This sub-section fleshes out the unit of competency's scope, purpose and operation in different contexts, for example, by showing how it applies in the workplace.

Competency Field (Optional)

The competency field either reflects the way the units of competency are categorised in the Training Package or denotes the industry sector, specialisation or function. It is an optional component of the unit of competency.

Sector (optional)

The industry sector is a further categorisation of the competency field and identifies the next classification, for example an elective or supervision field.

Elements of Competency

The elements of competency are the basic building blocks of the unit of competency. They describe in terms of outcomes the significant functions and tasks that make up the competency.

Performance Criteria

The performance criteria specify the required performance in relevant tasks, roles, skills and in the applied knowledge that enables competent performance. They are usually written in passive voice. Critical terms or phrases may be written in bold italics and then defined in range statement, in the order of their appearance in the performance criteria.

Required Skills and Knowledge

The essential skills and knowledge are either identified separately or combined. Knowledge identifies what a person needs to know to perform the work in an informed and effective manner. Skills describe the application of knowledge to situations where understanding is converted into a workplace outcome.

Key Competencies

The way the Key Competencies relate to the unit will be described (unless the developer has described them at the level of the qualification). The Key Competencies are described in more detail at the end of this section.

Range Statement

The range statement provides a context for the unit of competency, describing 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. As applicable, the meanings of key terms used in the performance criteria will also be explained in the range statement.

Evidence Guide

The evidence guide is critical in assessment as it provides information to the Registered Training Organisation (RTO) and assessor about how the described competency may be demonstrated. The evidence guide does this by providing a range of evidence for the

assessor to make determinations, and by providing the assessment context. The evidence guide describes:

- conditions under which competency must be assessed including variables such as the assessment environment or necessary equipment
- relationships with the assessment of any other units of competency
- suitable methodologies for conducting assessment including the potential for workplace simulation
- resource implications, for example access to particular equipment, infrastructure or situations
- how consistency in performance can be assessed over time, various contexts and with a range of evidence, and
- the required underpinning knowledge and skills

Key Competencies

All Training Packages require the integration of Key Competencies either in each unit of competency, or across a qualification, depending on industry needs and preferences.

The Key Competencies were first defined in 1992 in the project report, *Putting General Education to Work: The Key Competencies Report* (Mayer Committee 1992). The skills and knowledge they describe are essential for effective workplace participation and involve the sorts of capabilities commonly used by employers as selection criteria. They underpin the ability of employees to adapt to technological, organisational, societal and functional change.

The Key Competencies are generic, in that they apply to work in general, rather than to particular occupations or industries. They focus on the application of knowledge and skills in an integrated way in workplace situations. The seven Key Competencies are:

1 Communicating ideas and information

The capacity to communicate effectively with others using the range of spoken, written, graphic and other non-verbal means of expression.

2 Collecting, analysing and organising information

The capacity to locate, sift and sort information in order to select what is required and to present it in a useful way, and evaluate both the information itself and the sources and methods used to collect it.

3 Planning and organising activities

The capacity to plan and organise ones own work activities, including making good use of time and resources, sorting out priorities and monitoring ones performance.

4 Working with others in teams

The capacity to interact effectively with other people both on a one-to-one basis and in groups, including understanding and responding to the needs of a client and working effectively as a member of a team to achieve a shared goal.

5 Using mathematical ideas and techniques

The capacity to use mathematical ideas, such as number and space, and techniques such as estimation and approximation, for practical purposes.

6 Solving problems

The capacity to apply problem-solving strategies in purposeful ways, both in situations where the problem and the solution are clearly evident and in situations requiring creative thinking and a creative approach to achieve a desired outcome.

7 Using technology

The capacity to apply technology, combining the physical and sensory skills needed to operate equipment with the understanding of scientific and technological principles needed to explore and adapt systems.

Performance Levels

There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

- **Performance Level 1** is concerned with the level of competence needed to *undertake* activities efficiently with sufficient self-management to meet the explicit requirements of the activity, and to make judgements about the quality of outcomes against established criteria.
- **Performance Level 2** describes the competence needed to *manage* activities requiring the selection, application and integration of a number of elements, and to select from established criteria to judge quality of process and outcome.
- **Performance Level 3** describes the competence needed to *evaluate and reshape* processes, to establish and use principles in order to determine appropriate ways of approaching activities, and to establish criteria for judging quality of process and outcome.

However, relating performance to the specific industry or workplace context may be more useful than interpreting the somewhat abstracted performance levels provided above. Where the Key Competencies are defined in the unit of competency, you will find them in a table, together with examples of their application, to help with assessment of their performance.

Also, in evaluating the level of performance for the Key Competencies, consider the performance expectations at the AQF qualification level involved.

Delivery and Assessment of Key Competencies

The Key Competencies are integral to workplace competency, and, as such must be explicitly considered in the design, customisation, delivery and assessment of vocational education and training programs as represented diagrammatically below.

Appendices

Appendices

Appendix 1: Steering Committee Members

- 1 Jim Brayne, McWilliams Wines
- 2 Mark Brewer, TAFE Tasmania
- 3 Robyn Buckler, ALHMWU
- 4 Andrew Buttery, The Terraces Vineyards
- 5 Lachlan Campbell, The Centre Adult and Community Education
- 6 Paul Chambers, Staughton Vale Vineyards
- 7 David DiTroia, ALHMWU
- 8 Gabrielle Dorward, NFITC
- 9 Shaun Kennedy, subsequently Gary Frame, Southcorp Wines
- 10 Peter Lamps, AWU
- 11 Jennifer Milward, Southcorp Wines
- 12 Andrew Oliver, Willunga High School
- 13 Helen Organ, ANTA
- 14 Nick Slape, S Smith and Son, Yalumba Winery

The steering committee thanks all those who have participated in the revision of this Training Package. Participants represented employers, employees, ALHMWU delegates, AWU delegates, wine and grape industry associations, RTOs and ITABs.

Appendices 2 and 3 list known participants, but others also contributed to the revision process. To these people the committee also expresses its appreciation.

Appendix 2: Technical Working Group Members

Qualification Framework

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- 4 Paul Button, Orlando Wyndham Group
- 5 Tony Crawford, Tarac Distillers
- 6 Gary Frame, Southcorp Wines
- 7 Peter Garlick, BRL Hardy
- 8 Ken Henderson, Beringer Blass
- 9 Graham Hermann, S Smith and Son, Yalumba Winery
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- 14 Gordon Spicer, VINPAC
- 15 Phil Vandeppeer, Barossa Training Solutions
- 16 Neil Ward, Peter Lehmann Wines
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Cellar Door Sales

- 1 Helen Brock, Henschke
- 2 Judi Brooks, Murray Institute of TAFE
- 3 Ted Buck, Craneford Wines
- 4 Cherie Carmen, Beringer Blass
- 5 Maxine Chellew, Grant Burge Wines
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Cellar Operations

- 1 Bill Cant, S Smith and Son, Yalumba Winery
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- 3 Wayne Donald, Southcorp Wines, Barossa
- 4 Graham Guthridge, BRL Hardy, Reynella
- 5 Milton Helbig, Murray Institute of TAFE
- 6 Dave Jones-Anspach, BRL Hardy, Reynella
- 7 Ashley Kench, Taylors Wines
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- 11 Ross Mayfield, Grant Burge Wines
- 12 Rodney Mewett, Orlando Wyndham Group, Richmond Grove Wines
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- 16 Kevin Ralph, BRL Hardy, Reynella
- 17 Peter Rogers, Angoves
- 18 Steve Rohde, Southcorp Wines, Barossa
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- 14 Trevor March, Murray Institute of TAFE
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- 16 Shane Smith, Clare Regional Grape Growers Association
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- 18 Graeme Wellman, Cellarmasters
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Appendix 3: National Validation Participants

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- 9 Greg Hallihan, Primary Skills Victoria (ITAB)
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- 17 Mike Stone, The Victorian and Murray Valley Wine Grape Growers' Council Inc
- 18 Spencer Field, Greater Victorian Wine Grape Growers Development Committee
- 19 Stan Pietsch, Active Consulting (Sunraysia Institute of TAFE)
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- 4 David Martin, Goundry Wines
- 5 Doug Monk, Midland College of TAFE
- 6 Erwin Gerritsen, Evans and Tate
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- 10 Jenni Brannigan, Midland College of TAFE
- 11 Ron Murphy, Brewery Employees Union of Workers
- 12 Scott Chatley, Harvey River Bridge Estate Wines
- 13 Simon Snook, South West Regional TAFE
- 14 Tamara Stevens, Wine Industry Association of WA
- 15 Terry Richards, West Australian Food and Beverage Industry Training Council
- 16 Ursula Kennedy, Curtin University
- 17 Wayne Muller, Department of Training and Employment

Listing of all units in the FDF03 Training Package grouped by AQF level within sector or function grouping

FDF Volume 1	
Core units including pharmaceutical (GMP) levels 1, 2 and 3	
Level 1	
FDFCORWCM1A	Communicate workplace information
FDFCORFSY1A	Follow work procedures to maintain food safety

FDFCORHS1A	Follow work procedures to maintain health and safety
FDFCORQAS1A	Follow work procedures to maintain quality
Level 2	
FDFCORWCM2A	Present and apply workplace information
FDFCORFSY2A	Implement the food safety program and procedures
FDFCORHS2A	Implement occupational health and safety systems and procedures
FDFCORQAS2A	Implement quality systems and procedures
FDFCORBM2A	Use basic mathematical concepts
Level 3	
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures
FDFCORQFS3A	Monitor the implementation of quality and food safety programs
Pharmaceutical (GMP) levels 1, 2 and 3	
FDFPHGMP1A	Follow work procedures to maintain Good Manufacturing Practice
FDFPHMGMP2A	Apply Good Manufacturing Practice procedures
FDFPHMGMP3A	Monitor and maintain Good Manufacturing Practice procedures
Optional units levels 1, 2 and 3	
Level 1	
FDFOPTENV1A	Follow work procedures to maintain environmental standards
FDFOPTMR1A	Measure and record workplace information
TDTA1497B	Use product knowledge to complete work operations
TDTD297B	Shift a load using manually-operated equipment
Level 2	
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word processed documents
BSBCMN214A	Create and use simple spreadsheets
FDFOPTCRM2A	Conduct routine maintenance
FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
FDFOPTISP2A	Implement sampling procedures

FDFOPTSA2A	Participate in sensory analyses
FDFOPTSD2A	Work in a socially diverse environment
FDFOPTSPC2A	Apply principles of statistical process control
FDFOPTTG2A	Participate in work teams and groups
FDFOPTWFS2A	Work in a food handling area for non-food handlers
MCMT260A	Use planning software systems in manufacturing
MCMT261A	Use SCADA systems in manufacturing
PMAPER200A	Work in accordance with an issued permit
PMBOHS204B	Apply emergency/incident procedures
PMLTEST300A	Perform basic tests
RUAAG2350GRA	Prepare grain storages
RUAAG3356GRA	Handle grain in storage area
SUGPOBB2A	Operate a boiler - basic
SUGPWWT2A	Operate a waste water treatment system
TDTA1497B	Use product knowledge to complete work operations
TDTD1097B	Operate a forklift
TDTD397C	Handle dangerous goods/hazardous substances
TDTD497B	Load and unload goods/cargo
TDTJ398B	Apply grain protection measures
TDTJ498B	Implement grain monitoring measures
TDTK197B	Use infotechnology devices and computer applications in the workplace
Level 3	
FDFOPTAP3A	Participate in an audit process
FDFOPTENV3A	Monitor the implementation of environmental management policies and procedures
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTIPP3A	Implement the pest prevention program
FDFOPTPIP3A	Participate in improvement processes
FDFOPTRWP3A	Report on workplace performance
FDFOPTSM3A	Support and mentor individuals and groups

FDFOPTTG3A	Lead work teams and groups
TAAASS301A	Contribute to assessment
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAADEL301A	Provide training through instruction and demonstration of work skill
TDTA1697B	Use inventory systems to organise stock control
TDTA3801A	Control and order stock
PMBQUAL390A	Solve problems using 'quality tools'
PMAPER300A	Issue work permits
PMBMAINT405A	Identify problems in fluid power systems
PMBMAINT406A	Identify problems in electronic control systems

FDF Multi-sector Specialist units

Cleaning and sanitation levels 1 and 2

Level 1

FDFZCSAW1A	Operate automated washing equipment
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Level 2

FDFZCSCS2A	Clean and sanitize equipment
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FDFZCSCIP2A	Clean equipment in place
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PRMCL18A	Clean a unit or location to achieve a low bacteria condition
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Materials handling levels 1 and 2

Level 1

FDFZMHMH1A	Carry out manual handling tasks
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Level 2

FDFZMHLU2A	Load and unload tankers
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FDFZMHDT2A	Operate a bulk dry goods transfer process
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FDFZMHLT2A	Operate a bulk liquid transfer process
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FDFZMHFS2A	Work in a freezer storage area
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FDFZMHTS2A	Work with temperature controlled stock
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Packaging levels 1, 2 and 3	
Level 1	
FDFZPKPM1A	Pack product manually
Level 2	
FDFZPKFCC2A	Fill and close product in cans
FDFZPKBSB2A	Operate a blending sieving and bagging process
FDFZPKFS2A	Operate a fill and seal process
FDFZPKFFS2A	Operate a form, fill and seal process
FDFZPKHSW2A	Operate a high speed wrapping process
FDFZPKCPP2A	Operate a casepacking process
FDFZPKPP2A	Operate a packaging process
PMBPROD211A	Operate blow moulding equipment
PMBPROD270A	Operate injection blow moulding equipment
Level 3	
FDFZPKSYS3A	Operate processes in a packaging system
FDFZPRSYS3A	Operate processes in a production system
FDFZPRIPK3A	Apply raw materials ingredient and process knowledge
FDFZPRSP3A	Set up a production/packaging line for operation
Preparation and mixing levels 1 and 2	
Level 1	
FDFZPMIS1A	Inspect and sort materials and product
FDFZPMBM1A	Prepare basic mixes
Level 2	
FDFZPMDNB2A	Dispense non-bulk ingredients
FDFZPMMB2A	Operate a mixing/blending process
Production levels 1, 2 and 3	
Level 1	
FDFZPRMP1A	Monitor process operation

FDZPRBE1A	Operate basic equipment
FDZPRW1A	Participate effectively in a workplace environment
Level 2	
FDZPRBP2A	Operate a baking process
FDZPRTC2A	Operate a chocolate tempering process
FDZPRCP2A	Operate a coating application process
FDZPRDTP2A	Operate a depositing process
FDZPROD2A	Operate a drying process
FDZPRER2A	Operate an enrobing process
FDZPREP2A	Operate an evaporation process
FDZPREX2A	Operate an extrusion process
FDZPRFP2A	Operate a filtration process
FDZPRFY2A	Operate a frying process
FDZPRHT2A	Operate a heat treatment process
FDZPROH2A	Operate an homogenising process
FDZPRMBC2A	Operate a mixing/blending and cooking process
FDZPRRM2A	Pre-process raw materials
FDZPRPR2A	Operate a production process
FDZPRPP2A	Operate pumping equipment
FDZPRRN2A	Operate a reduction process
FDZPROR2A	Operate a retort process
FDZPRSEP2A	Operate a separation process
FDZPRSPS2A	Operate a spreads production process
FDZPRWD2A	Operate a washing and drying process
FDZPRWP2A	Operate a water purification process
FDZPRCR2A	Work in a clean room environment
FDZPRCI2A	Operate a process control interface
Level 3	
FDZPRIPK3A	Apply raw materials/ingredient and process knowledge
FDZPRSYS3A	Operate processes in a production system

FDFZPRSP3A	Set up a production/packaging line for operation
Retail levels 1 and 2	
Level 1	
WRRCA1B	Operate retail equipment
WRRCS2B	Apply point of sale handling procedures
WRRCS3B	Interact with customers
WRR11B	Perform stock control procedures
WRRS1B	Sell products and services
Level 2	
WRRM1B	Merchandise products
WRRS2B	Advise on products and services
WRRF2B	Perform retail finance duties
WRRF1B	Balance register/terminal
WRRLP2B	Minimise theft
WRRFM5B	Prepare and display bakery products
Retail/Small business level 3	
WRR15A	Maintain and order stock
WRRLP4B	Maintain store security
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
BSBCM310A	Deliver and monitor a service to customers
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs

BSBMKG501A	Evaluate marketing opportunities
BSBMKG505A	Review marketing performance
FDF Volume II Sector Specialist units	
Aerated waters level 2	
FDFAWDMC2A	Operate a deaeration, mixing and carbonation process
Biscuits level 2	
FDFBISETP2A	Manufacture extruded and toasted products
FDFBISFS2A	Operate a forming/shaping process
FDFBISRC2A	Manufacture rye crisp breads
FDFBISWP2A	Manufacture wafer products
Cake level 2	
FDFCAKCSP2A	Operate a cooling and slicing process
Coffee level 2	
FDFTCRG2B	Manufacture coffee (roast and ground)
Confectionary level 2	
FDFCONFBS2A	Operate a boiled confectionery process
FDFCONFCC2A	Operate a chocolate conching process
FDFCONFCP2A	Operate a chocolate depositing/moulding process
FDFCONFDP2A	Operate a confectionery depositing process
FDFCONFGC2A	Operate a granulation and compression process
FDFCONFPP2A	Operate a panning process
FDFCONFRC2A	Operate a chocolate refining process
FDFCONFSM2A	Operate a starch moulding process
Dairy processing level 2	
FDFDPBC2B	Operate a butter churning process
FDFDPBF2B	Operate a continuous freezing process
FDFDPBOP2A	Operate a butter oil process
FDFDPCC2B	Operate a curd production and cutting process
FDFDPCH2B	Operate a cooling and hardening process

FDFDPCM2B	Operate a cheese pressing and moulding process
FDFDPFP2B	Operate a fermentation process
FDFDPHS2B	Operate a holding and storage process
FDFDPMP2B	Operate a membrane process
Edible oils and fats level 2	
FDFEOBP2B	Operate a bleaching process
FDFEOCP2A	Operate a complecting process
FDFEODP2B	Operate a deodorising process
FDFEOFL2A	Operate a flake preparation process
FDFEOP2B	Operate a fractionation process
FDFEOHP2B	Operate a hydrogenation process
FDFEOIN2B	Operate an interesterification (IE) process
FDFEONP2B	Operate a neutralisation process
FDFEOSSP2A	Operate a soap splitting process
FDFEOWP2B	Operate a winterisation process
Flour milling level 2	
FDFFMCO2B	Operate a grain conditioning process
FDFFMGC2B	Operate a grain cleaning process
FDFFMPP2B	Operate a purification process
FDFFMSS2B	Operate a scalping and grading process
FDFFMSS2B	Operate a scratch and sizing process
FDFFMWB2B	Operate a break roll process
Fruit and vegetable level 2	
FDFVFP2B	Operate a freezing process
Honey level 2	
FDFHYCH2A	Operate a creamed honey manufacture process
Ice level 2	
FDFICIM2A	Operate an ice manufacturing process
Pastry level 2	

FDFPASFF2A	Operate a pastry forming and filling process
FDFPASMD2A	Operate a doughnut making process
FDFPASMG2A	Operate a griddle production process
FDFPASMP2A	Operate a pastry production process

Pharmaceutical level 2

FDFPHAFS2A	Operate an aseptic fill and seal process
FDFPHCLS2A	Co-ordinate a label store
FDFPHCP2B	Operate a compressing process
FDFPHDRM2A	Dispense pharmaceutical raw materials
FDFPHEP2B	Operate an encapsulation process
FDFPHFFS2A	Operate an aseptic form, fill and seal process
FDFPHGP2B	Operate a granulation process
FDFPHLM2B	Operate a liquid manufacturing process
FDFPHTC2B	Operate a tablet coating process
FDFPHTSP2A	Operate a terminal sterilisation process

Pharmaceutical (complimentary) level 2

FDFPHEXT2A	Operate an extraction process
FDFPHCON2A	Operate a concentration process
FDFPHFIL2A	Operate a filtration process using diatomaceous earth
FDFPHSPC2A	Operate a separation process using chromatography

Plant Baking Bread levels 1, 2 and 3

Level 1	
FDFPBW1A	Participate effectively in a workplace environment (plant baking)
Level 2	
FDFPBSW2B	Operate a cooling, slicing and wrapping process
Level 3	
FDFPBBDM3A	Operate a dough mixing process
FDFPBFBP3A	Operate a final proof and baking process
FDFPBBMU3A	Operate a dough make up process

Poultry levels 2 and 3	
Level 2	
FDFPOAC2A	Operate an automated cutting process
FDFPODM2B	Operate a dicing/stripping or mincing process
FDFPOEP2B	Operate an evisceration process
FDFPOGC2B	Grade carcass
FDFPOHE2A	Harvest edible offal
FDFPOOIM2A	Operate a marinade injecting process
FDFPOOWC2A	Operate a washing and chilling process
FDFPOPS2A	Operate a portion saw
FDFPORH2A	Operate the bird receipt and hanging process
FDFPOSK2B	Operate a stunning, killing and defeathering process
Level 3	
FDFPOCWS3A	Operate a chickway system
FDFPODF3B	Debone and fillet product (manually)
Retail Baking levels 1, 2 and 3	
Level 1	
FDFRBFP1B	Finish products
Level 2	
FDFRBCP2B	Produce choux pastry
FDFRBDC2B	Decorate cakes and cookies
FDFRbfd2B	Freeze dough
FDFRBFF2B	Form and fill pastry products
FDFRBPF2B	Prepare fillings
FDFRBPM2B	Produce meringue-based products
FDFRBPY2B	Produce yeast-raised products
FDFRBRD2B	Retard dough
THHADCC06B	Prepare chocolate and chocolate confectionery
THHADPT04B	Prepare and display petits fours
THHADPT05B	Prepare and model marzipan

THHADPT07B	Prepare and display sugar work
THHGHS03B	Provide first aid
Level 3	
FDFRBAB3A	Produce artisan breads
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBFM2B	Conduct final mould and final proof
FDFRBGT3A	Produce and decorate gateaux and tortes
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPP2B	Produce pastry
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production
Stockfeed Milling level 2	
FDFSFGP2B	Operate a grinding process
FDFSFPFP2	Operate a pelleting process
FDF Level 4 and Level 5 Specialist units	
Food Safety Auditing	
FDFFSACA	Assess compliance with food safety programs
FDFFSBM4A	Audit bivalve mollusc growing and harvesting processes
FDFFSACC4A	Audit a cook chill process
FDFFSACFSAA	Conduct food safety audits
FDFFSCHZA	Identify, evaluate and control food safety hazards
FDFFSCOMA	Communicate and negotiate to conduct food safety audits
FDFFSHT4A	Audit a heat treatment process

FDFFSME4A	Audit manufacturing of ready-to-eat meat products
Information Management	
Level 4	
BSBCM405A	Analyse and present research information
BSBMGT504A	Manage budgets and financial plans
FDFIMEPC4A	Establish process capability
FDFIMMA4A	Manage internal audits
FDFIMMWB4A	Manage a work area within budget
Level 5	
BSBMGT503A	Prepare budgets and financial plans
BSBMGT504A	Manage budgets and financial plans
FDFIMEPC4A	Establish process capability
FDFIMMA4A	Manage internal audits
Planning	
Level 4	
FDFPLPCM4A	Plan and co-ordinate maintenance
FDFPLSCP4A	Schedule and manage production
Level 5	
FDFPLSCP4A	Schedule and manage production
FDFPLDMP5A	Design and maintain programs to support legal compliance
PSPPM502A	Manage projects
People Management/Work Relationships	
Level 4	
FDFPMMPW4A	Manage people in the work area
FDFPMMAC5A	Manage supplier agreements and contracts
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace
PMAPER301A	Monitor and control work permits
BSBFLM502A	Provide leadership in the workplace
BSBMGT506A	Recruit, select and induct staff

TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS404A	Participate in assessment validation
TAAASS403A	Develop assessment tools
TAADES402A	Design and develop learning programs
Level 5	
FDFPMMPW4A	Manage people in the work area
FDFPMMAC5A	Manage supplier agreements and contracts
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace
BSBFLM502A	Provide leadership in the workplace
BSBMGT506A	Recruit, select and induct staff
Process Improvement	
Level 4	
BSBCM412A	Promote innovation and change
BSBFLM507A	Manage quality customer service
FDFPIOWP4A	Optimise a work process
Level 5	
BSBFLM507A	Manage quality customer service
BSBFLM510A	Facilitate and capitalise on change and innovation
FDFPIOWP4A	Optimise a work process
Technical	
Level 4	
FDFOPHCP3A	Participate in a HACCP team
FDFTECCS4A	Control food contamination and spoilage
FDFTECENG4A	Apply basic engineering principles to a food production process
FDFTECENV4A	Manage the implementation of environmental management policies and procedures in the workplace
FDFTECFAD4A	Apply an understanding of food additives
FDFTECLEG4A	Apply an understanding of legal requirements of food production
FDFTECNUM4A	Describe and analyse data using mathematical principles

FDFTECPAK4A	Apply principles of food packaging
FDFTECPSC4A	Identify the physical and chemical properties of materials, food and related products
FDFTECWTP4A	Manage water treatment processes
Level 5	
FDFTECENV4A	Manage the implementation of environmental management policies and procedures in the workplace
FDFTECPPR4A	Participate in product recalls
FDFTECPT5A	Manage and evaluate new product trails
FDFTECUTE5A	Manage utilities and energy for a production process
FDFTECWTP4A	Manage water treatment processes
Pharmaceutical	
Level 4	
FDFPHCCP4A	Participate in change control procedures
FDFPHFCC4A	Facilitate contamination control
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice
FDFPHRNC4A	Respond to non-conformance
FDFPHRWD4A	Prepare and review workplace documentation to support GMP
FDFPHVP4A	Participate in validation processes
MCMC410A	Lead change in a manufacturing environment
MCMS401A	Ensure process improvements are sustained
MCMT421A	Facilitate a Just in Time (JIT) system
MCMT430A	Improve cost factors in work practices
MCMT432A	Analyse manual handling processes
MCMT440A	Lead 5S in a manufacturing environment
MCMT450A	Undertake process capability improvements
MCMT451A	Mistake proof a production process
MCMT460A	Facilitate the use of planning software systems in manufacturing
MCMT461A	Facilitate SCADA systems in a manufacturing team or work area
Level 5	
FDFPHCCP4A	Participate in change control procedures

FDFPHFCC4A	Facilitate contamination control
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice
FDFPHRNC4A	Respond to non-conformance
FDFPHRWD4A	Prepare and review workplace documentation to support GMP
FDFPHVP4A	Participate in validation processes
MCMC410A	Lead change in a manufacturing environment
MCMS401A	Ensure process improvements are sustained
MCMT421A	Facilitate a Just in Time (JIT) system
MCMT430A	Improve cost factors in work practices
MCMT432A	Analyse manual handling processes
MCMT440A	Lead 5S in a manufacturing environment
MCMT450A	Undertake process capability improvements
MCMT451A	Mistake proof a production process
MCMT460A	Facilitate the use of planning software systems in manufacturing
MCMT461A	Facilitate SCADA systems in a manufacturing team or work area
MCMT620A	Develop quick changeover procedures

Competency profiles

The following example competency profiles illustrate how units could be applied to a qualification. These examples are provided as an indication only and are not prescriptive. A detailed understanding of job requirements is a pre-requisite to undertaking unit alignment in a workplace context.

Example profile - Certificate I in Food Processing

Production stream

AQF 1 - Core (4) units

FDFCORWCM1A Communicate workplace information

FDFCORHS1A Follow work procedures to maintain health and safety

FDFCORFSY1A Follow work procedures to maintain food safety

FDFCORQAS1A Follow work procedures to maintain quality

AQF 1 - Specialist/Optional (4) units

FDFZPRW1A Participate effectively in a workplace environment

FDFZPRBE1A Operate basic equipment

FDFOPTMR1A Measure and record workplace information

FDFZMHHM1A Carry out manual handling tasks

Packaging stream

AQF 1 - Core (4) units

FDFCORWCM1A Communicate workplace information

FDFCORHS1A Follow work procedures to maintain health and safety

FDFCORFSY1A Follow work procedures to maintain food safety

FDFCORQAS1A Follow work procedures to maintain quality

AQF 1 - Specialist/Optional (4) units

FDFZPRW1A Participate effectively in a workplace environment

FDFZPRBE1A Operate basic equipment

FDFZPKPM1A Pack product manually

FDFZMHHM1A Carry out manual handling tasks

Example profile - Certificate II in Food Processing

Production stream

AQF 2 - Core (5) units

FDFCORWCM2A Present and apply workplace information

FDFCORHS2A Implement occupational health and safety systems and procedures

FDFCORQAS2A Implement quality systems and procedures

FDFCORFSY2A Implement the food safety program and procedures

FDFCORBM2A Use basic mathematical concepts

AQF 2 - Specialist/Optional (7) units

FDFZPRW1A Participate effectively in a workplace environment

FDFZPMDNB2A Dispense non-bulk ingredients

FDFZPMMB2A Operate a mixing/blending process

FDFZPRDTP2A Operate a depositing process

FDFZPRCI2A Operate a process control interface

FDFZCSCIP2A Clean equipment in place

FDFOPTPIP3A Participate in improvement processes

Packaging stream

AQF 2 - Core (5) units

FDFCORWCM2A Present and apply workplace information

FDFCORHS2A Implement occupational health and safety systems and procedures

FDFCORQAS2A Implement quality systems and procedures

FDFCORFSY2A Implement the food safety program and procedures

FDFCORBM2A Use basic mathematical concepts

AQF 2 - Specialist/Optional (7) units

FDFZPRW1A Participate effectively in a workplace environment

FDFZPKFS2A Operate a fill and seal process

FDFZPKHSW2A Operate a high speed wrapping process

FDFZPKCPP2A Operate a casepacking process

TDTD1097B Operate a forklift

FDFOPTCRM2A Conduct routine maintenance

FDFOPTRWP3A Report on workplace performance

Example profile - Certificate III in Food Processing

Production stream

AQF 3 - Core (4)

FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures

FDFCORQFS3A Monitor the implementation of quality and food safety programs

FDFCORWCM2A Present and apply workplace information

FDFCORBM2A Use basic mathematical concepts

AQF 3 - Specialist/Optional (9) units

FDFZPRSYS3A Operate processes in a production system

FDFZPMMB2A Operate a mixing/blending process*

FDFZPRDTP2A Operate a depositing process*

FDFZPRCI2A Operate a process control interface

FDFZPRW1A Participate effectively in a workplace environment

FDFOPTPIP3A Participate in improvement processes

FDFOPTCRM2A Conduct routine maintenance

FDFOPTRWP3A Report on workplace performance

FDFOPTSM3A Support and mentor individuals and groups

* indicates that these units are pre-requisites for *FDFZPRSYS3A Operate processes in a production system*

Packaging stream

AQF 3 - Core (4)

FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures

FDFCORQFS3A Monitor the implementation of quality and food safety programs

FDFCORWCM2A Present and apply workplace information

FDFCORBM2A Use basic mathematical concepts

AQF 3 - Specialist/Optional (9) units

FDFZPKSYS3A Operate processes in a packaging system

FDFZPKHSW2A Operate a high speed wrapping process*

FDFZPKCPP2A Operate a casepacking process*

FDFZPRW1A Participate effectively in a workplace environment

FDFZPRCI2A Operate a process control interface

FDFOPTRWP3A Report on workplace performance

FDFZPRSP3A Set up a production/packaging line for operation

TDTD1097B Operate a forklift

FDFOPTSM3A Support and mentor individuals and groups

* indicates that these units are pre-requisites for FDFZPKSYS3A *Operate processes in a packaging system*

Example profile - Certificate IV in Food Processing

AQF 4 - Core (4) units

FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures

FDFCORQFS3A Monitor the implementation of quality and food safety programs

FDFCORWCM2A Present and apply workplace information

FDFCORBM2A Use basic mathematical concepts

AQF 4 - Specialist/Optional (17) units

FDFZPRSYS3A Operate processes in a production system

FDFZPMMB2A Operate a mixing/blending process*

FDFZPRDTP2A Operate a depositing process*

FDFOPTSM3A Support and mentor individuals and groups

FDFOPTRWP3A Report on workplace performance

FDFOPTCRM2A Conduct routine maintenance

FDFOPTPIP3A Participate in improvement processes

FDFZPRCI2A Operate a process control interface

FDFZPRIPK3A Apply raw materials/ingredient and process knowledge

FDFPMOHS4A Manage the implementation of occupational health and safety policies and procedures in the workplace

FDFPLSCP4A Schedule and manage production

FDFIMMWB4A Manage a work area within budget

FDFIMEPC4A Establish process capability

FDFPMMPW4A Manage people in the work area

FDFTCCPR4A Participate in product recalls

FDFOIOWP4A Optimise a work process

BSZ402A Conduct assessment

* indicates that these units are pre-requisites for *FDZPRSYS3A Operate processes in a production system*

Example profile - Diploma of Food Processing

AQF 5 - Core (4) units

FDFOCORHS3A Monitor the implementation of occupational health and safety policies and procedures

FDFOCORQFS3A Monitor the implementation of quality and food safety programs

FDFOCORWCM2A Present and apply workplace information

FDFOCORBM2A Use basic mathematical concepts

AQF 5 - Specialist/Optional (25) units

FDZPRSYS3A Operate processes in a production system

FDZPMMB2A Operate a mixing/blending process*

FDZPRDTP2A Operate a depositing process*

FDFOPTSM3A Support and mentor individuals and groups

FDFOPTRWP3A Report on workplace performance

FDFOPTCRM2A Conduct routine maintenance

FDFOPTPIP3A Participate in improvement processes

FDZPRCI2A Operate a process control interface

FDZPRIPK3A Apply raw materials/ingredient and process knowledge

FDFOPMOHS4A Manage the implementation of occupational health and safety policies and procedures in the workplace

FDFOPLSCP4A Schedule and manage production

FDFOIMMWB4A Manage a work area within budget

FDFOIMEPC4A Establish process capability

FDFOPMMPW4A Manage people in the work area

FDFTCCPR4A Participate in product recalls

FDFOIOWP4A Optimise a work process

BSZ402A Conduct assessment

FDFTCCPT5A Manage and evaluate new product trials

FDFOPLDMP5A Design and maintain programs to support legal compliance

FDFOPMMAC5A Manage supplier agreements and contracts

BSBMGT503A Prepare budgets and financial plans

PSPPM502A Manage projects

FDFTCEPT5A Manage and evaluate new product trials

BSBMGT506A Recruit, select and induct staff

FDFIMMA4A Manage internal audits

FDFOPTPA3A Participate in an audit process**

* indicates that these units are pre-requisites for *FDFZPRSYS3A Operate processes in a production system*

** FDFOPTPA3A Participate in an audit process is a pre-requisite for *FDFIMMA4A Manage internal audits*

Example profile - Certificate I Pharmaceutical Manufacturing

AQF 1 - Core (3) units

FDFCORWCM1A Communicate workplace information

FDFCORHS1A Follow work procedures to maintain health and safety

FDFPHGMP1A Follow work procedures to maintain Good Manufacturing Practice

AQF 1 - Specialist/Optional (4) units

FDFZPRW1A Participate effectively in a workplace environment

FDFZPRBE1A Operate basic equipment

FDFZPKPM1A Pack product manually

FDFZMHMH1A Carry out manual handling tasks

Example profile - Certificate II in Pharmaceutical Manufacturing

AQF 2 - Core (4) units

FDFCORWCM2A Present and apply workplace information

FDFCORHS2A Implement occupational health and safety systems and procedures

FDFPHGMP2B Implement Good Manufacturing Practice procedures

FDFCORBM2A Use basic mathematical concepts

AQF 2 - Specialist/Optional (7) units

FDFZPRW1A Participate effectively in a workplace environment

FDFPHDRM2A Dispense pharmaceutical raw materials

FDFPHLM2B Operate a liquid manufacturing process

FDFPHTSP2A Operate a terminal sterilisation process

MCMT261A Use SCADA systems in manufacturing

FDFZPRWP2A Operate a water purification process

FDFZPRCR2A Work in a clean room environment

Example profile - Certificate III Pharmaceutical Manufacturing

AQF 3 - Core (4) units

FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures

FDFPHGMP3A Monitor the implementation of Good Manufacturing Practice procedures

FDFCORWCM2A Present and apply workplace information

FDFCORBM2A Use basic mathematical concepts

AQF 3 - Specialist/Optional (9) units

FDFZPRSYS3A Operate processes in a production system

FDFPHLM2B Operate a liquid manufacturing process*

FDFPHTSP2A Operate a terminal sterilisation process*

FDFZPRW1A Participate effectively in a workplace environment

MCMT261A Use SCADA systems in manufacturing

FDFZPRCR2A Work in a clean room environment

FDFOPTCRM2A Conduct routine maintenance

FDFOPTPIP3A Participate in improvement processes

MCMT260A Use planning software systems in manufacturing

* indicates that these units are pre-requisites for *FDFZPRSYS3A Operate processes in a production system*

Example profile - Certificate IV Pharmaceutical Manufacturing

AQF 4 - Core (7) units

FDFCORWCM2A Present and apply workplace information

FDFCORBM2A Use basic mathematical concepts

FDFPMOHS4A Manage the implementation of occupational health and safety policies and procedures in the workplace

FDFPHGMP4A Facilitate and monitor Good Manufacturing Practice

FDFPHFCC4A Facilitate contamination control

FDFPHRWD4A Prepare and review workplace documentation to support GMP

FDFPHRNC4A Respond to non-conformance

AQF 4 - Specialist/Optional (13) units

FDFIMMWB4A Manage a work area within budget

FDFPIOWP4A Optimise a work process

MCMT460A Facilitate the use of planning software systems in manufacturing

FDFTECENV4A Manage the implementation of environmental management policies and procedures in the workplace

FDFPLSCP4A Schedule and manage production

FDFZPRSYS3A Operate processes in a production system

FDFPHLM2B Operate a liquid manufacturing process*

FDFPHTSP2A Operate a terminal sterilisation process*

FDFOPTRWP3A Report on Workplace Performance

FDFZPRCR2A Work in a clean room environment

FDFOPTCRM2A Conduct routine maintenance

FDFOPTPIP3A Participate in improvement processes

MCMT260A Use planning software systems in manufacturing

* indicates that these units are pre-requisites for *FDFZPRSYS3A Operate processes in a production system*

Example profile - Diploma of Pharmaceutical Manufacturing

AQF 5 - Core (9) units

FDFCORWCM2A Present and apply workplace information

FDFCORBM2A Use basic mathematical concepts

FDFPMOHS4A Manage the implementation of occupational health and safety policies and procedures in the workplace

FDFPHGMP4A Facilitate and monitor Good Manufacturing Practice

FDFPHFCC4A Facilitate contamination control

FDFPHRWD4A Prepare and review workplace documentation to support GMP

FDFPHRNC4A Respond to non-conformance

FDFPMMPW4A Manage people in a work area

FDFPLSCP4A Schedule and manage production

AQF 5 - Specialist/Optional (19) units

BSBFLM502A Provide leadership in the workplace

BSBMGT506A Recruit, select and induct staff

MCMT450A Undertake process capability improvement

MCMS401A Ensure process improvements are sustained

MCMT620A Develop quick changeover procedures

FDFOPTRWP3A Report on Workplace Performance

FDFIMMWB4A Manage a work area within budget

FDFPIOWP4A Optimise a work process

MCMT460A Facilitate the use of planning software systems in manufacturing

MCM410A Lead change in a manufacturing environment

MCMT421A Facilitate a Just in Time (JIT) system

FDFZPRSYS3A Operate processes in a production system

FDFPHLM2B Operate a liquid manufacturing process*

FDFPHTSP2A Operate a terminal sterilisation process*

FDFPHCCP4A Participate in Change Control Procedures

FDZPRCR2A Work in a clean room environment

FDFOPTCRM2A Conduct routine maintenance

FDFOPTPIP3A Participate in improvement processes

MCMT260A Use planning software systems in manufacturing

* indicates that these units are pre-requisites for *FDZPRSYS3A Operate processes in a production system*

Example profile - Certificate I in Food Processing (Plant Baking)

AQF 1 - Core (4) units

FDFCORWCM1A Communicate workplace information

FDFCORHS1A Follow work procedures to maintain health and safety

FDFCORFSY1A Follow work procedures to maintain food safety

FDFCORQAS1A Follow work procedures to maintain quality

AQF 1 - Specialist/Optional (4) units

FDFPBW1A Participate effectively in a workplace environment (plant baking)

FDZPRBE1A Operate basic equipment

FDZPKPM1A Pack product manually

FDFZMHMH1A Carry out manual handling tasks

Example profile - Certificate II in Food Processing (Plant Baking)

Packing room stream

AQF 2 - Core (5) units

FDFCORWCM2A Present and apply workplace information

FDFCORHS2A Implement occupational health and safety systems and procedures

FDFCORQAS2A Implement quality systems and procedures

FDFCORFSY2A Implement the food safety program and procedures

FDFCORBM2A Use basic mathematical concepts

AQF 2 - Specialist/Optional (6) units

FDFPBW1A Participate effectively in a workplace environment (plant baking)

FDFPBSW2B Operate cooling, slicing and wrapping process

FDZPKHSW2A Operate a high speed wrapping process

TDTD1097B Operate a forklift

FDFOPTCRM2A Conduct routine maintenance

FDFOPTRWP3A Report on workplace performance

Example profile - Certificate III in Food Processing (Plant Baking)

Packing room stream

AQF 3 - Core (4) units

FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures

FDFCORQFS3A Monitor the implementation of quality and food safety programs

FDFCORWCM2A Present and apply workplace information

FDFCORBM2A Use basic mathematical concepts

AQF 3 - Specialist/Optional (6) units

FDFZPKSYS3A Operate processes in a packaging system

FDFZPKHSW2A Operate a high speed wrapping process*

FDFPBSW2B Operate cooling, slicing and wrapping process*

FDFOPTRWP3A Report on workplace performance

FDFPBW1A Participate effectively in a workplace environment (plant baking)

FDFOPTSM3A Support and mentor individuals and groups

FDFOPTPIP3A Participate in improvement processes

FDFZPRSP3A Set up a production/packaging line for operation

* indicates that these units are pre-requisites for *FDFZPKSYS3A Operate processes in a packaging system*

Production stream

AQF 3 - Core (4) units

FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures

FDFCORQFS3A Monitor the implementation of quality and food safety programs

FDFCORWCM2A Present and apply workplace information

FDFCORBM2A Use basic mathematical concepts

AQF 3 - Specialist/Optional (9) units

FDFPBBMU3A Operate a dough make up process

FDFPBBDM3A Operate a dough mixing process

FDFPBBFP3A Operate a final proof and baking process

FDFZPMDNB2A Dispense non-bulk ingredients

FDFZMHDT2A Operate a bulk dry goods transfer process

FDFPLSCP4A Schedule and manage production

FDFOPTRWP3A Report on workplace performance

FDFOPTPIP3A Participate in improvement processes

FDFPBW1A Participate effectively in a workplace environment (plant baking)

Example profile - Certificate I in Food Processing (Retail Baking)

AQF 1 - Core (4) units

FDFCORWCM1A Communicate workplace information

FDFCORHS1A Follow work procedures to maintain health and safety

FDFCORFSY1A Follow work procedures to maintain food safety

FDFCORQAS1A Follow work procedures to maintain quality

AQF 1 - Specialist/Optional (4) units

FDFZPRW1A Participate effectively in a workplace environment

FDFZPRBE1A Operate basic equipment

FDFRBFP1B Finish products

WRRCA1B Operate retail equipment

Example profile - Certificate III in Food Processing (Retail Baking - Bread)

AQF 3 - Core (4) units

FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures

FDFCORQFS3A Monitor the implementation of quality and food safety programs

FDFCORWCM2A Present and apply workplace information

FDFCORBM2A Use basic mathematical concepts

AQF 3 - Specialist/Optional (9) units

FDFRBDPB3A Diagnose and respond to product and process faults (bread)

FDFRBPD2B Produce bread dough

FDFRBSM2B Scale and mould dough for intermediate proof

FDFRBFM2B Conduct final mould and final proof

FDFRBBB2B Bake bread

FDFRBAB3A Produce artisan breads

FDFRBRD2B Retard dough

THHGHS03B Provide first aid

FDFZPRW1A Participate effectively in a workplace environment

Example profile - Certificate III in Food Processing (Retail Baking - Cake and Pastry)

AQF 3 - Core (4) units

FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures

FDFCORQFS3A Monitor the implementation of quality and food safety programs

FDFCORWCM2A Present and apply workplace information

FDFCORBM2A Use basic mathematical concepts

AQF 3 - Specialist/Optional (11) units

FDFRBDPC3A Diagnose and respond to product and process faults (pastry, cake and cookies)

FDFRBPP2B Produce pastry

FDFRBPF2B Prepare fillings

FDFRBFF2B Form and fill pastry products

FDFRBBP2B Bake pastry products

FDFRBPC2B Produce sponge, cake and cookie batter

FDFRBBC2B Bake sponges, cakes and cookies

FDFRBDC2B Decorate cakes and cookies

FDFRBGT3A Produce and decorate gateaux and tortes

FDFRBCP2B Produce choux pastry

FDFZPRW1A Participate effectively in a workplace environment

Example profile - Certificate III in Food Processing (Retail Baking - Combined)

AQF 3 - Core (4) units

FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures

FDFCORQFS3A Monitor the implementation of quality and food safety programs

FDFCORWCM2A Present and apply workplace information

FDFCORBM2A Use basic mathematical concepts

AQF 3 - Specialist/Optional (16) units

FDFRBDPB3A Diagnose and respond to product and process faults (bread)

FDFRBPD2B Produce bread dough

FDFRBSM2B Scale and mould dough for intermediate proof

FDFRBFM2B Conduct final mould and final proof

FDFRBBB2B Bake bread

FDFRBDPC3A Diagnose and respond to product and process faults (pastry, cake and cookies)

FDFRBPP2B Produce pastry

FDFRBPF2B Prepare fillings

FDFRBFF2B Form and fill pastry products

FDFRBBP2B Bake pastry products

FDFRBPC2B Produce sponge, cake and cookie batter

FDFRBBC2B Bake sponges, cakes and cookies

FDFRBDC2B Decorate cakes and cookies

FDFRBGT3A Produce and decorate gateaux and tortes

FDFRBCP2B Produce choux pastry

FDFZPRW1A Participate effectively in a workplace environment

Example profile - Certificate I in Food Processing (Sales)

AQF 1 - Core (4) units

FDFCORWCM1A Communicate workplace information

FDFCORHS1A Follow work procedures to maintain health and safety

FDFCORFSY1A Follow work procedures to maintain food safety

FDFCORQAS1A Follow work procedures to maintain quality

AQF 1 - Specialist/Optional (4) units

FDFZPRW1A Participate effectively in a workplace environment

FDFRBFP1B Finish products

WRRCS3B Interact with customers

WRRCA1B Operate retail equipment

Example profile - Certificate II in Food Processing (Sales)

AQF 2 - Core (5) units

FDFCORWCM2A Present and apply workplace information

FDFCORHS2A Implement occupational health and safety systems and procedures

FDFCORQAS2A Implement quality systems and procedures

FDFCORFSY2A Implement the food safety program and procedures

FDFCORBM2A Use basic mathematical concepts

AQF 2 - Specialist/Optional (7) units

FDFZCSCS2A Clean and sanitize equipment

FDFRBPF2B Prepare fillings

FDFRBDC2B Decorate cakes and cookies

FDFRBPY2B Produce yeast-raised products

WRRM1B Merchandise products

WRRF1B Balance register/terminal

FDFZPRW1A Participate effectively in a workplace environment

Example profile - Certificate III in Food Processing (Sales)

AQF 3 - Core (4) units

FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures

FDFCORQFS3A Monitor the implementation of quality and food safety programs

FDFCORWCM2A Present and apply workplace information

FDFCORBM2A Use basic mathematical concepts

AQF 3 - Specialist/Optional (7) units

FDFRBBB2B Bake bread

FDFRBPP2B Produce pastry

FDFRBPC2B Produce sponge, cake and cookie batter

FDFRBPF2B Prepare fillings

FDFRBDC2B Decorate cakes and cookies

FDFOPTRWP3A Report on workplace performance

WRR15A Maintain and order stock

WRRLP4B Maintain store security

FDFZPRW1A Participate effectively in a workplace environment

Example Profile - Certificate IV in Food Processing (Food Safety Auditing)

AQF 4 - Core (7) Units

FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures

FDFCORQFS3A Monitor the implementation of quality and food safety programs

FDFCORWCM2A Present and apply workplace information

FDFCORBM2A Use basic mathematical concepts

FDFFSDFSAA Conduct food safety audits

FDFFSCHZA Identify, evaluate and control food safety hazards

FDFFSCOMA Communicate and negotiate to conduct food safety audits AQF 4 -

Specialist/Optional (14) Units

FDFZPRSYS3A Operate processes in a production system

FDFZPMMB2A Operate a mixing/blending process*

FDFZPRDTP2A Operate a depositing process*

FDFOPTSM3A Support and mentor individuals and groups

FDFOPTRWP3A Report on workplace performance

FDFOPTCRM2A Conduct routine maintenance

FDFOPTPIP3A Participate in improvement processes

FDFZPRCI2A Operate a process control interface

FDFZPRIPK3A Apply raw materials/ingredient and process knowledge

FDFPMOHS4A Manage the implementation of occupational health and safety policies and procedures in the workplace

FDFPMMPW4A Manage people in the work area

FDFTECPPR4A Participate in product recalls

FDFPIOWP4A Optimise a work process

BSZ402A Conduct assessment

* indicates that these units are pre-requisites for *FDFZPRSYS3A Operate processes in a production system*.

Example Profile - Diploma of Food Processing (Food Safety Auditing)

AQF 5 - Core (7) Units

FDFCORHS3A Monitor the implementation of occupational health and safety policies and procedures

FDFCORQFS3A Monitor the implementation of quality and food safety programs

FDFCORWCM2A Present and apply workplace information

FDFCORBM2A Use basic mathematical concepts

FDFFSCFSA Conduct food safety audits

FDFFSCHZA Identify, evaluate and control food safety hazards

FDFFSCOMA Communicate and negotiate to conduct food safety audits AQF 4 -

AQF 5 - Specialist/Optional (22) Units

FDFZPRSYS3A Operate processes in a production system

FDFZPMMB2A Operate a mixing/blending process*

FDFZPRDTP2A Operate a depositing process*

FDFOPTSM3A Support and mentor individuals and groups

FDFOPTRWP3A Report on workplace performance

FDFOPTCRM2A Conduct routine maintenance

FDFOPTPIP3A Participate in improvement processes

FDFZPRCI2A Operate a process control interface

FDFZPRIPK3A Apply raw materials/ingredient and process knowledge

FDFPMOHS4A Manage the implementation of occupational health and safety policies and procedures in the workplace

BSBCMN405A Analyse and present research information

FDFPMMPW4A Manage people in the work area

FDFTECPPR4A Participate in product recalls

FDFPIOWP4A Optimise a work process

BSZ402A Conduct assessment

FDFTECPT5A Manage and evaluate new product trials

FDFPLDMP5A Design and maintain programs to support legal compliance

FDFPMMAC5A Manage supplier agreements and contracts

BSBMGT503A Prepare budgets and financial plans

PSPPM502A Manage projects

FDFTECPT5A Manage and evaluate new product trials

BSBMGT506A Recruit, select and induct staff

* indicates that these units are pre-requisites for *FDFZPRSYS3A Operate processes in a production system*.

** FDFOPTPA3A Participate in an audit process is a pre-requisite for *FDFIMMA4A Manage internal audits*.

FDFZCSAW1A

Unit Descriptor

Operate automated washing equipment

This is a Specialist unit that may apply to more than one industry stream. It covers the skills and knowledge required to prepare, load, operate and troubleshoot automated washing equipment.

Unit Sector

Cleaning & Sanitation

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|---|
| 1. Prepare washing equipment for operation | 1.1 Items to be washed are identified and loaded
1.2 Equipment is checked to confirm readiness for use
1.3 Services are confirmed as available and ready for use
1.4 Wash cycle settings are selected to meet safety and wash requirements |
| 2. Operate and monitor the equipment | 2.1 Equipment is operated and monitored according to company procedures
2.2 Equipment is monitored to identify variation in operating conditions
2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements
2.4 Equipment is shut down according to workplace procedure
2.5 Washed items are unloaded and positioned in required location
2.6 The workplace meets housekeeping standards |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements. When applied to the pharmaceutical industry, relevant GMP codes apply and reference to food safety is replaced by GMP
- Workplace information may include work instructions/operating procedures (SOPs), specifications, production schedules, labels and codes, safety signs and symbols, materials safety data sheets (MSDSs), standard forms, verbal messages, requests or instructions
- Automated washing equipment may include multi-function equipment such as washing, sanitizing and drying stages or may be single function
- Items washed may include bottles, tubs, crates, moulds, other containers and equipment parts
- Operation of equipment and processes may require the use of simple operating panels
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services may include power, water, steam

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Select, fit and use appropriate personal protection clothing and/or equipment
- Check that equipment, chemical supply and services are ready for operation
- Identify washing requirements and select appropriate equipment settings
- Load items to be washed
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear, selecting appropriate settings, cancelling isolation or lockouts as required, confirming that equipment is clean and all safety guards are in place and operational
- Initiate and monitor the process and equipment operation according to procedure
- Monitor the output of equipment operation against requirements
- Take corrective action as required. This may include clearing jams or blockages. Depending on equipment this may involve confirming equipment is safe to work on, removing panels and components to access blockage, clearing blockage and returning equipment to operating condition
- Remove and position items as required
- Handle washed items to meet hygiene and sanitation requirements
- Locate emergency stop functions on equipment
- Demonstrate shutdown and cleaning procedures as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use basic process control screens and panels
- Complete workplace records
- Clean equipment as required. This may include cleaning, flushing, sanitizing and checking operational lines

Knowledge of:

- Purpose of equipment. This may include an operational understanding of the capacity of container washing equipment, status and purpose of guards, range of containers/parts and other items that can be washed, and container washing functions such as washing, sanitizing and drying
- Operating cycles and application to washing requirements
- Required output and quality of cleaning/sanitizing to be met by the washing process
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Common causes of faults or unacceptable performance of the container washing process and related troubleshooting procedures within level of responsibility
- OHS hazards and controls
- Shutdown and cleaning procedures. This includes awareness of isolation, lock out and tag out procedures and responsibilities
- Procedures and responsibility for reporting problems
- Environmental issues and controls relevant to equipment operation. This includes waste collection and handling procedures related to the container washing process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Recording procedures and responsibilities
- Cleaning and sanitation requirements

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRC12A Operate a process control interface
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Work procedures including advice on safe work practices
- Washing schedules and specifications
- Materials safety data sheets where appropriate
- Automated washing equipment and accessories
- Items to be washed
- Services as required
- Relevant OHS clothing and equipment
- Workplace records as required
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZCSCIP2A

Unit Descriptor

Clean equipment in place

This is a Specialist unit. It covers the skills and knowledge required to prepare process equipment for cleaning in place (CIP) or in-line. It requires the operator to initiate, monitor and control variables during cleaning. Where this is not a requirement of a CIP system, this unit may not be relevant.

Unit Sector

Cleaning & Sanitation

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Prepare for cleaning | 1.1 Chemical stocks are available to meet cleaning and sanitation requirements
1.2 Services are confirmed as available and ready for operation
1.3 Equipment shutdown is planned and equipment is taken off-line for cleaning
1.4 Equipment and related valves and pipework are configured to confirm readiness for cleaning
1.5 The plant is set for the cleaning cycle |
| 2. Operate and monitor the cleaning process | 2.1 The cleaning cycle is undertaken according to company policies and procedures
2.2 The cleaning process is monitored to confirm cleaning meets company requirements
2.3 Cleaning data is recorded according to workplace reporting requirements
2.4 Out-of-specification process and equipment performance is identified, rectified and/or reported |
| 3. Dispose of waste and return plant to operating condition | 3.1 Cleaning chemicals are flushed from plant and disposed of according to company policies and procedures
3.2 Plant is set up to meet operational requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements. When applied to the pharmaceutical industry, relevant GMP codes apply and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production and cleaning schedules and instructions, signs and symbols, Materials Safety Data Sheets (MSDSs), manufacturers' advice, standard forms and reports
- Dosing of cleaning chemicals may be automatically controlled or manually dosed
- Services may include power, water, steam, and compressed and instrumentation air
- Where tests are conducted as part of operation, a typical requirement is measurement of pH
- Monitoring the process is dependent on the nature of equipment. Examples of monitoring include chemical strength, cycle time, temperatures, time, storage tank levels and condensate quality
- Operation and monitoring of equipment and processes typically requires the use of control panels and systems

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information such as the cleaning schedule to identify cleaning requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Handle and prepare cleaning and sanitation agents safely. This includes following correct handling and preparation procedures and use of appropriate protective clothing and equipment as required
- Schedule cleaning and/or liaise with related work areas to take equipment off-line with minimal disruption to production
- Prepare equipment for cleaning. This can include rendering equipment safe to clean, correctly positioning equipment such as valves, pipes, vents and taps, selecting appropriate cleaning cycle (CIP); removing waste; and or dismantling equipment
- Clean equipment according to cleaning process cycle and procedures. This can include starting up and operating the CIP process in both automatic and manual modes
- Monitor the process and equipment operation to maintain the cleaning process within the required parameters
- Locate emergency stop functions on equipment
- Return plant to operating order
- Take corrective action in response to out-of-specification results
- Advise affected work areas of cleaning schedule and progress
- Maintain and store chemicals and related equipment as required
- Carry out relevant checks and inspections to confirm effectiveness of cleaning
- Sort, collect, treat, recycle or dispose of waste
- Record cleaning information
- Maintain work area to meet housekeeping standards

May include ability to:

- Conduct routine maintenance
- Take samples and conduct tests

Knowledge of:

- Purpose and basic principles of cleaning in place (in-line). This includes the use and functions of caustic and acid solutions, and cleaning sequence and stages as required in the workplace
- Terminology relating to the chemical solutions used
- Safe work procedures including appropriate signage of cleaning activities and safe handling and storage of cleaners and sanitizers used
- Purpose and limitations of protective clothing and equipment
- Cleaning and sanitation requirements for work area. This includes different levels of cleaning requirements depending on the reason for cleaning
- Characteristics of cleaning and sanitizing chemicals used. This includes basic composition and may include compatibility of chemicals with types of equipment
- Methods used to render equipment safe to clean including understanding the status and purpose of equipment guards, relevant lock-out, tag-out and isolation procedures
- Equipment settings required for cleaning and for operating respectively
- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Inspection points for cleaning and sanitation
- Consequences of contamination of process flows by cleaning solutions, and related safeguards
- Types of waste generated by both the production and the cleaning process and related collection, treatment and disposal requirements
- Environmental consequences of incorrect cleaning waste disposal procedures
- Requirements to liaise/advise related work areas
- Reporting and recording systems

May include knowledge of:

- Routine maintenance procedures
- Sampling methods and test procedures

Relationship with other standards**Pre-requisite units**

There are no pre-requisite units for this competency standard. In some cases the operator will require competence in the operation of the equipment they clean.

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance

Resources required for assessment

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

- Cleaning procedures and related advice on equipment operation including advice on safe work practices and environmental requirements
- Personal protective clothing and equipment
- Equipment to be cleaned, and related CIP system
- Chemicals and/or automated chemical addition system
- Services as required
- Material safety data sheets where appropriate
- Cleaning schedule or advice and related Standard Operating Procedures
- Housekeeping standards and procedures
- Advice on environmental management issues relevant to work responsibilities
- Workplace information recording systems, requirements and procedures
- They may require sampling and testing schedules and procedures as relevant to cleaning requirements in the workplace

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZCSCS2A

Unit Descriptor

Clean and sanitize equipment

This is a Specialist unit. It covers the purpose and effect of cleaning and sanitation and related procedures. This unit does not cover CIP (cleaning in place) processes. Where this is a required competency, select FDZCSCIP2A Clean equipment in place.

Basic cleaning and sanitation procedures are covered in operational units. This unit should be selected where the operator is primarily responsible for cleaning and/or where they require a more detailed knowledge of cleaning and sanitation processes to carry out cleaning responsibilities. This unit applies to both wet and dry cleaning methods.

Unit Sector

Cleaning & Sanitation

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Prepare for cleaning | <ul style="list-style-type: none"> 1.1 Cleaning/sanitizing agents and services are available and ready for use 1.2 Equipment is cleared of product and/or packaging consumables in preparation for cleaning 1.3 Equipment is rendered safe to clean |
| 2. Clean and sanitize equipment to meet workplace requirements | <ul style="list-style-type: none"> 2.1 Equipment is cleaned and sanitized according to workplace procedure and requirements 2.2 Equipment is inspected to confirm operating condition and cleanliness 2.3 Unacceptable equipment condition is identified and reported according to workplace procedures 2.4 Cleaning equipment and chemicals are stored according to workplace procedure 2.5 Waste from cleaning process is disposed of according to workplace procedures 2.6 Equipment is restored to operating order |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company procedures, licensing requirements, legislative requirements, and industrial awards and agreements. When applied to the pharmaceutical industry, relevant GMP codes apply and reference to food safety is replaced by GMP
- Workplace information may include work instructions/operating procedures (SOPs), specifications, production and cleaning schedules, labels and codes, safety signs and symbols, materials safety data sheets (MSDSs), standard forms and written or verbal instruction
- Cleaning and sanitizing chemicals may be pre-mixed or manually mixed
- Preparing/restoring equipment to operating order may involve simple dismantling and reassembling of equipment parts, basic isolation, and covering of motors and instrumentation
- Services may include power, water, steam, and compressed and instrumentation air
- Inspecting cleaning effectiveness typically involves carrying out a visual inspection

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information such as the cleaning schedule to identify cleaning requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary cleaning and sanitizing equipment and services
- Select and prepare cleaners and sanitizers as required according to workplace procedures
- Prepare equipment for cleaning. This may include rendering equipment safe to clean, clearing product and waste materials, covering motors and instrumentation where steam or water hoses are used, and simple dismantling of equipment parts
- Advise any affected work areas/operators of cleaning progress to co-ordinate timely completion with minimal disruption to production
- Clean and sanitize equipment as required according to workplace procedures and cleaning schedule
- Return equipment to operating order. This may involve basic assembly of equipment parts
- Inspect equipment to identify equipment condition and cleanliness
- Locate emergency stop functions on equipment
- Report and/or correct unacceptable equipment condition
- Maintain housekeeping standards
- Prepare cleaners and sanitizers as required
- Store cleaners, sanitizers and related equipment as required
- Carry out relevant checks and inspections
- Maintain work area to meet housekeeping standards

May include ability to:

- Conduct routine maintenance
- Take samples and conduct tests
- Record cleaning and sanitation information

Knowledge of:

- The purpose of cleaning and sanitation and importance in maintaining food safety
- Functions of cleaners, sanitizers and related equipment
- Safe work procedures including appropriate signage of cleaning activities, safe handling and storage of cleaners and sanitizers used, safety when using cleaning methods such as hot water and steam hoses, status and purpose of safety guards
- Purpose and limitations of protective clothing and equipment
- Cleaning and sanitation requirements relating to work responsibilities. This includes an understanding of the need for different levels of cleaning where relevant
- Procedures for preparing cleaners and sanitizers as required
- Cleaning method/s to be followed relating to work responsibilities
- Other work areas/operators who need to be consulted/advised on timing of cleaning
- Methods used to render equipment safe to clean including understanding the status and purpose of equipment guards, relevant lock-out, tag-out and isolation procedures and related equipment settings for both cleaning and operating as required
- Procedures for conducting cleaning and sanitizing
- Types of waste generated by the cleaning process and related collection, treatment and disposal requirements
- Potential environmental impact of incorrect waste handling
- Inspection, cleaning and storage requirements of cleaning equipment used
- Inspection points and methods for confirming the effectiveness of cleaning and sanitation. This includes visual inspection and may require recording of cleaning conducted
- Inspection requirements to confirm equipment condition. This includes an understanding of acceptable equipment condition, ability to identify faulty or unacceptable equipment and take required corrective action
- Recording requirements and responsibilities

May include knowledge of:

- Routine maintenance procedures
- Sampling methods and test procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance

Resources required for assessment

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

- Cleaning procedures and related advice on equipment operation including advice on safe work practices and environmental requirements
- Personal protective clothing and equipment
- Cleaning schedule and related procedures, including OHS advice
- Equipment/items to be cleaned
- Chemicals, cleaning equipment and services as required
- Material safety data sheets where appropriate
- Housekeeping standards and procedures
- Cleaning/sanitizing information recording system and procedures
- Advice on environmental management issues relevant to work responsibilities

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package

FDFCORBM2A**Use basic mathematical concepts****Unit Descriptor**

This is a Core unit. It covers the skills and knowledge required to apply basic mathematical functions of addition, subtraction, multiplication and division to carry out routine work tasks.

Unit Sector

Core

ELEMENT**PERFORMANCE CRITERIA**

1. Apply basic mathematical concepts to calculate workplace information	1.1	Calculation requirements are identified and appropriate method is selected
	1.2	Calculations are undertaken using addition, subtraction, multiplication and division to support work role
2. Apply basic mathematical concepts to estimate workplace information	2.1	Estimation requirements are identified and appropriate estimation method is selected
	2.2	Estimations are made to meet work requirements

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Calculations may include the use of whole numbers, decimals, fractions and percentages
- Typical applications of mathematical concepts in the workplace include but are not limited to measuring product characteristics such as weight, capacity, time and temperature; measuring and estimating material usage, quantities and ratios; measuring equipment and processing parameters such as speed/throughput; calculating entitlements such as pay, leave entitlements, and shift allowances
- Conversion charts are those in common use in the workplace
- Calculations may be made manually or using calculators and other measuring instruments as appropriate to the task
- Results may or may not be recorded
- Numerical information may be presented in forms, including simple run charts and graphs

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Identify calculation or estimation requirements to meet workplace requirements
- Carry out calculations involving basic addition, subtraction, division and multiplication to support work role. This may involve use of a calculator and conversion tables where required.
- Use estimation techniques to check calculated results and workplace data

May include ability to:

- Record calculations and measurement information accurately as required

Knowledge of:

- Mathematical processes including addition, subtraction, multiplication and division
- Application of calculation and estimation techniques to meet work requirements
- Units of measurement used in the workplace. This may include use of conversion charts
- Representation of numerical information relevant to work requirements. This may include charts, graphs and tables

May include knowledge of:

- Recording requirements and responsibilities

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with other units of competence relevant to the function or work role. In addition, the following optional or ancillary unit may be relevant:

- FDFOPTSPC2A Apply principles of statistical process control

Resources required for assessment

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

- Work tasks requiring simple estimation and calculation
- Conversion tables, calculators and measuring instruments where required
- Workplace forms/documents used for recording data where required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFCORFSY1A Follow work procedures to maintain food safety

Unit Descriptor

This is a Core unit. It covers the skills and knowledge required to maintain food safety when carrying out work tasks. Basic food safety practices include personal hygiene and conduct, food handling, housekeeping and waste disposal related to work tasks and responsibilities where work involves routine manual processes and/or operation of simple automated equipment.

This unit is based on and equivalent to the guideline food safety unit GFSBFSPA Follow basic food safety practices.

Note that this unit does not apply to the pharmaceutical industry. Refer to FDFPHGMP1A Follow work procedures to maintain Good Manufacturing Practice.

Unit Sector

Core

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1. Handle food safely | 1.1 Food handling requirements are identified
1.2 Food handling is carried out according to the food safety program
1.3 The workplace is maintained in a clean and tidy order to meet workplace standards |
| 2. Identify, control and report food safety hazards | 2.1 Work area, materials, equipment and product are routinely monitored to ensure compliance with food safety requirements
2.2 Processes, practices or conditions which are not consistent with the food safety program are identified and corrective action is taken within the level of responsibility |
| 3. Comply with personal hygiene standards | 3.1 Personal hygiene meets the requirements of the food safety program
3.2 Health conditions and/or illness are reported as required by the food safety program
3.3 Clothing and footwear worn is appropriate for the food handling task and meets the requirements of the food safety program
3.4 Movement around the workplace complies with the food safety program |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- A food safety program is a written document that specifies how a business will control all food safety hazards that may be reasonably expected to occur in all food handling operations of the food business. The food safety program and related procedures must comply with legal requirements of the Food Safety Standards and must be communicated to all food handlers. Where no food safety program is in place, food safety requirements may be specified in general operating procedures
- Food safety information may be provided in a food safety program and/or in Standard Operating Procedures (SOPs), specifications, log sheets and written or verbal instruction
- Food handling refers to food receipt and storage, food preparation, cooking, holding, cooling, chilling and reheating, packaging, and disposal
- Products/materials handled and stored can include raw materials, ingredients, consumables, part-processed product, finished product and cleaning materials
- Examples of a breach of food safety procedures could include failure to check delivery temperatures of potentially hazardous chilled food; failure to place temperature-sensitive food in temperature controlled storage conditions promptly; failure to wash hands when required; and use of cloths for unsuitable purposes
- Responsibility for monitoring food safety, identifying breaches in food safety procedures and taking corrective action relates to own tasks and responsibilities and occurs in the context of the food safety program in the workplace
- A food safety hazard is a biological, chemical or physical agent in, or condition of, food that has the potential to cause an adverse health effect
- Minimum personal hygiene requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in the Food Safety Standard 3.2.2, Division 4:14 and/or state legislation/regulations
- Reporting of health conditions and illness requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in Food Safety Standard 3.2.2, Division 4:13 and/or state legislation/regulations
- Appropriate clothing and footwear depends on work requirements. It should be designed to ensure that the body and clothing itself does not contaminate food or surfaces likely to come into contact with food. Examples of clothing designed to prevent contamination by the body include purpose designed overalls or uniforms, hair-nets,

beard snoods, gloves and overshoes

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Locate and follow workplace information relating to food safety responsibilities
- Monitor own work and implement any controls as required by the food safety program. This typically includes visual inspection and checks
- Follow workplace procedures to maintain food safety as required by the food safety program relating to own work
- Identify and correct or report situations that do not meet the requirements of the food safety program and/or could result in unsafe food
- Handle, clean and store equipment, utensils, packaging materials and similar items according to the requirements of the food safety program as required by work role
- Maintain personal hygiene consistent with the food safety program
- Take necessary precautions when moving around the workplace and/or from one task to another to maintain food safety
- Wear and maintain appropriate clothing/footwear as required by work tasks and consistent with the requirements of the food safety program
- Report health conditions and illness as appropriate according to the food safety program
- Handle and/or dispose of out-of-specification or contaminated materials, ingredients and product, waste and recyclable material according to food safety program as required by work responsibilities
- Maintain the work area in a clean and tidy state
- Identify and report signs of pest infestation

May include ability to:

- Clean and sanitize equipment
- Record food safety information

Knowledge of:

- Food safety requirements related to work responsibilities. This includes personal hygiene, requirements and procedures to report illness and safe food handling practices for own work. It also includes an awareness of the possible consequences of not following these procedures
- Common types and sources of contamination that occur in the work area. This may include cross contamination
- Control methods and procedures used in the work area to prevent unsafe food
- Action required in the event of non-compliance. This may include reporting non-compliance and following instructions
- Storage and handling requirements for ingredients, materials and product used related to work role
- Housekeeping requirements and responsibilities relating to own work. Where relevant this includes use and storage of housekeeping/cleaning equipment
- Purpose and importance of cleaning and sanitation procedures
- Suitable standard for materials, equipment and utensils used in the work area
- Waste collection, recycling and handling procedures relevant to own work responsibilities
- Procedures to follow in the event of pest sighting or discovery of infestation
- Clothing and footwear requirements for working in and/or moving between food handling areas
- Personal clothing maintenance, laundering and storage requirements
- Appropriate bandages and dressings to be used when undertaking food handling

May include knowledge of:

- Cleaning procedures
- Recording requirements and responsibilities

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with other units of competence relevant to the work role. This may include:

- FDFZCSCS2A Clean and sanitize equipment

Where the company operates a combined quality/food safety system, assessment of this unit should be combined with assessment of:

- FDFCORQAS1A Follow work procedures to maintain quality

Resources required for assessment

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

- Food safety information relating to the workplace. This includes a food safety program outlining food safety hazards and control methods. It may also include company policies, procedures and codes of practice such as Good Manufacturing Practice (GMP)
- Related work instructions and procedures
- Work tasks and responsibilities
- Cleaning and sanitation policies and procedures
- Appropriate clothing and related apparatus
- Reporting and monitoring systems

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFCORFSY2A Implement the food safety program and procedures

Unit Descriptor

This is a Core unit. It covers the skills and knowledge required to maintain personal hygiene and conduct, food handling, housekeeping and waste disposal related to work tasks and responsibilities where work involves operation of production and/or packaging equipment and processes.

This unit is based on and equivalent to the guideline food safety unit GFSMFSRA Apply and monitor food safety requirements.

Note that this unit does not apply to the pharmaceutical industry. Refer to FDFPHGMP2B Implement Good Manufacturing Practice procedures.

Unit Sector

Core

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1. Implement the food safety program | <ul style="list-style-type: none"> 1.1 Food handling requirements are identified 1.2 Food handling is carried out according to the food safety program 1.3 Food safety hazards are controlled as required by the food safety program 1.4 Where food safety control requirements are not met, the incident is promptly reported and corrective action is taken 1.5 Food safety information is recorded to meet requirements of the food safety program 1.6 The workplace is maintained in a clean and tidy order to meet workplace standards |
| 2. Participate in maintaining and improving food safety | <ul style="list-style-type: none"> 2.1 Work area, materials, equipment and product are routinely monitored to ensure compliance with food safety requirements 2.2 Processes, practices or conditions which could result in a food safety breach are identified and reported according to workplace reporting requirements 2.3 Corrective action is taken in accordance with the food safety program 2.4 Food safety issues are raised with designated personnel |
| 3. Comply with personal hygiene standards | <ul style="list-style-type: none"> 3.1 Personal hygiene meets the requirements of the food safety program 3.2 Health conditions and/or illness are reported as required by the food safety program 3.3 Clothing and footwear worn is appropriate for the food handling task and meets the requirements of the food safety program 3.4 Movement around the workplace complies with the food safety program |

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills:

Ability to:

- Locate and follow workplace information relating to food safety responsibilities
- Follow workplace procedures to maintain food safety as required by the food safety program relating to own work
- Monitor food safety hazards as required by the food safety program. This may include methods such as visual inspection, sampling and testing
- Record results of monitoring, and maintain records as required by the food safety program
- Identify and report situations that do not meet the requirements of the food safety program and/or could result in unsafe food
- Take corrective action as required by food safety program within level of responsibility
- Handle, clean and store equipment, utensils, packaging materials and similar items according to the requirements of the food safety program as required by work role
- Maintain personal hygiene consistent with the food safety program
- Take necessary precautions when moving around the workplace and/or from one task to another to maintain food safety
- Wear and maintain appropriate clothing/footwear as required by work tasks and consistent with the requirements of the food safety program
- Report health conditions and illness as appropriate according to the food safety program
- Handle and dispose of out-of-specification or contaminated food, waste and recyclable material according to food safety program as this requirement relates to own work responsibility
- Maintain the work area in a clean and tidy state
- Identify and report signs of pest infestation
- Record food safety information in appropriate format

May include ability to:

- Clean and sanitize equipment
- Collect samples and conduct tests according to the food safety program
- Participate in investigating food safety breaches

Required knowledge:

Knowledge of:

- Sources of information and expertise on procedures and responsibilities for food safety relating to own work
- Basic concepts of HACCP-based food safety. This includes identification of hazards that are likely to occur, establishing appropriate methods of control and confirming that controls are met
- Food safety management arrangements in the workplace. This includes awareness of food safety legislation and workplace policies and procedures to implement responsibilities. It includes an understanding of the relationship between the quality system and food safety program, personnel responsible for developing and implementing the food safety program, the role of internal and external auditors as appropriate, procedures followed to investigate contamination events, and performance improvement processes
- Awareness of common micro biological, physical and chemical hazards related to the foods handled in the work area. This includes the types of hazards likely to occur, the conditions under which they occur, possible consequences and control methods to

prevent occurrence

- Basic understanding of the properties, handling and storage requirements of ingredients, materials and products handled and used
- Suitable standard for materials, measuring devices, equipment and utensils used in the work area
- Food safety requirements related to work responsibilities. This includes personal hygiene, requirements and procedures to report illness and safe food handling practices for own work
- Methods used to monitor that food safety is under control. This may include an understanding of the purpose of sampling and taking measurements such as temperature and pH and conducting inspections and tests
- Action required in the event of non-compliance. Corrective action is typically described in the food safety program and/or related workplace information
- Purpose of keeping records and the recording requirements of the food safety program
- Methods used in the workplace to isolate or quarantine food which may be unsafe
- Product and ingredient traceability procedures. This may include product recall where required by work responsibilities
- Clothing and footwear requirements for working in and/or moving between food handling areas
- Personal clothing maintenance, laundering and storage requirements
- Appropriate bandages and dressings to be used when undertaking food handling
- Housekeeping requirements and responsibilities relating to own work. Where relevant this includes use and storage of housekeeping/cleaning equipment
- Procedures to follow in the event of pest sighting or discovery of infestation
- Purpose and importance of cleaning and sanitation procedures
- Waste collection, recycling and handling procedures relevant to own work responsibilities

May include knowledge of:

- Cleaning and sanitation procedures
- Impact of rework handling/addition on food safety
- Sampling and test methods

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- A food safety program is a written document that specifies how a business will control all food safety hazards that may be reasonably expected to occur in all food handling operations of the food business. The food safety program and related procedures must comply with legal requirements of the Food Safety Standards and must be communicated to all food handlers. Where no food safety program is in place, food safety requirements may be specified in general operating procedures
- Workplace information may be provided in a food safety program and/or in Standard Operating Procedures (SOPs), specifications, log sheets and written or verbal instruction
- Workplace information may include Standard Operating Procedures (SOPs), specifications, food safety plans, log sheets, standard forms and reports
- Food handling refers to food receipt and storage, food preparation, cooking, holding, cooling, chilling and reheating, packaging, and disposal
- Products/materials handled and stored can include raw materials, ingredients, consumables, part-processed product, finished product and cleaning materials
- Examples of a breach of food safety procedures could include failure to check delivery temperatures of potentially hazardous chilled food; failure to place temperature-sensitive food in temperature controlled storage conditions promptly; failure to wash hands when required; and use of cloths for unsuitable purposes
- Responsibility for monitoring food safety, identifying breaches in food safety procedures and taking corrective action relates to own tasks and responsibilities and occurs in the context of the food safety program in the workplace
- Monitoring describes the methods used to confirm that a food safety hazard is in control. Examples of monitoring procedures include taking temperatures, collecting samples, conducting visual inspections and conducting other tests as required
- A food safety hazard is a biological, chemical or physical agent in, or condition of, food that has the potential to cause an adverse health effect
- Minimum personal hygiene requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in the Food Safety Standard 3.2.2, Division 4:14 and/or state legislation/regulations
- Reporting of health conditions and illnesses requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in Food

Safety Standard 3.2.2, Division 4:13 and/or state legislation/regulations

- Appropriate clothing and footwear depends on work requirements. It should be designed to ensure that the body and clothing itself does not contaminate food or surfaces likely to come into contact with food. Examples of clothing designed to prevent contamination by the body include purpose designed overalls or uniforms, hair-nets, beard snoods, gloves and overshoes

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZCSCS1A Clean and sanitize equipment
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFCORQAS2A Implement quality systems and procedures

Resources required for assessment

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

- Food safety information relating to the workplace. This includes a food safety program outlining food safety hazards and control methods. It may also include company policies, procedures and codes of practice such as Good Manufacturing Practice (GMP)
- Related work instructions and procedures
- Work tasks and responsibilities
- Appropriate clothing and related apparatus
- Reporting and monitoring systems
- Cleaning and sanitation policies and procedures as required
- Sampling and test procedures and related equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFCORHS1A**Follow work procedures to maintain health and safety****Unit Descriptor**

This is a Core unit. It covers the skills and knowledge required to follow defined occupational health and safety principles and procedures relating to work responsibilities where work involves routine manual processes and/or operation of simple automated equipment.

This unit is based on and achieves part of the National Occupational Health and Safety Commission (NOHSC) Generic Occupational Health and Safety Competency Standard A in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC:7025 (1998) 2nd edition].

Unit Sector

Core

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|---|
| 1. Identify, control and report OHS hazards | 1.1 Immediate work area is routinely checked for safety hazards prior to commencing and during work
1.2 Hazards and unacceptable performance are identified and corrective action is taken within the level of responsibility
1.3 OHS hazards and incidents are reported to appropriate personnel according to workplace procedures |
| 2. Conduct work safely | 2.1 Appropriate personal protective clothing is selected and fitted
2.2 Appropriate personal protective equipment is used
2.3 Workplace procedures for controlling risks are followed when carrying out work tasks |
| 3. Follow emergency procedures | 3.1 Emergency situations are identified and reported according to workplace reporting requirements
3.2 Workplace procedures for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements. Legislative requirements include State/Territory/Commonwealth occupational health and safety Acts and regulations, including regulations relating to hazards present in the workplace. They also include general duty of care under occupational health and safety legislation and common law
- Company procedures may include job-related SOPs and OHS-specific procedures. Examples of OHS procedures include consultation and participation, emergency response, response to specific hazards, incident investigation, risk assessment, reporting arrangements and issue resolution procedures
- Workplace information may include Standard Operating Procedures (SOPs), labels and codes, safety signs and symbols, Materials Safety Data Sheets (MSDSs), codes of practice and written or verbal instructions
- Safe work procedures relate to own work responsibilities and may include materials handling and working with hazardous goods
- Responsibility for monitoring health and safety relates to immediate work responsibilities
- Employee and employer rights and responsibilities are those established by legislation and reflected in company policies and procedures
- Hazards, near misses, injuries and illnesses relate to own job and immediate work area
- OHS incidents include near misses, injuries, illnesses and property damage
- Hazards relating to own and immediate work area can include but are not limited to:
 - noise
 - confined spaces
 - working with steam and hot services/product
 - airborne particulates
 - handling hazardous substances
 - working with and near moving equipment/load shifting equipment
 - stress
 - broken or damaged equipment or materials
 - slip, trip and fall hazards
 - manual handling
 - working with 240V power supply
 - poor ventilation
 - working in exposed weather conditions
 - working with combustible materials

- Where safety hazards include work conditions covered by the National Occupational Health and Safety Commission and/or state health and safety authorities, the assessment criteria and methods prescribed by these authorities must also be met
- Emergency equipment may include medical kits/centre, eye washes, showers, fire fighting equipment, spill kits
- Reporting of emergencies can include raising an alarm and/or reporting to designated personnel

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access and apply workplace information on health and safety policies and procedures relating to own work
- Fit and use appropriate personal protective clothing and equipment
- Regularly check own work area to identify health and safety hazards. This must include identification of hazardous manual handling
- Recognise and report hazards according to workplace procedure. This includes following workplace procedures to report to the appropriate personnel, in required detail and in a timely manner
- Follow safe work procedures. This includes demonstrating procedures used to control OHS risks
- Maintain housekeeping standards in work area
- Demonstrate emergency procedures including evacuation

May include ability to:

- Handle hazardous goods according to safe work procedures
- Use emergency equipment

Knowledge of:

- Importance of OHS to self and others
- Roles, rights and responsibilities of self and employer
- Site layout including emergency exits
- Signage, symbols, labels and signals relating to OHS
- OHS personnel and consultative arrangements. This includes OHS representatives and managers, emergency wardens and first aid officers
- Location and purpose of personal protective equipment and emergency equipment in the work area. This includes first aid facilities and personnel
- Use, care and storage requirements for personal protective clothing and equipment used
- Location/source of advice on OHS issues. This may include awareness of MSDSs, where chemical handling is required and an understanding of personnel in the work area who can provide information on OHS
- Reporting requirements for OHS incidents including injuries, illness and near misses
- OHS hazards. This includes awareness of typical hazards relating to own job and work area including hazardous manual handling
- Key hazard control features relevant to the work area. This may include use of handling equipment and any task-specific manual handling techniques and handling of chemicals as required by work role. Where equipment is operated, it also includes an awareness of emergency stop devices and safety guards
- Safe work practices. This includes safe manual handling and may include handling of chemicals as required by work role
- Procedures used to lock out, tag out and/or isolate equipment
- Procedure for raising an OHS issue
- Reporting procedures and responsibilities
- Location and use of safety alarms
- Meaning of safety alarms and response required
- Emergency response system, procedures and personnel

May include knowledge of:

- Handling and storage requirements of hazardous goods used in the work area
- Procedures for use of hazard control equipment

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with other units of competence relevant to the work role. This may include:

- FDFZMHMH1A Carry out manual handling tasks

Resources required for assessment

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

- OHS policy, system and procedures. This includes information on roles and responsibilities
- Advice on OHS-related personnel and nominated responsibilities
- Standard operating procedures and related advice on specific safe work practices
- Advice on hazards and control procedures relevant work responsibilities
- Work tasks and related equipment to which OHS procedures are to be applied
- Personal protective clothing and equipment as required
- Emergency and/or evacuation procedures for the potential range of hazards
- Storage areas for hazardous goods as required
- Manual handling equipment as required
- Reporting system and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFCORHS2A**Implement occupational health and safety systems and procedures****Unit Descriptor**

This is a Core unit. It covers the skills and knowledge required to implement defined occupational health and safety procedures relating to work responsibilities where work involves operation of packaging and/or processing equipment.

This unit is based on and equivalent to the National Occupational Health and Safety Commission (NOHSC) Generic Occupational Health and Safety Competency Standard A in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC:7025(1998) 2nd edition].

Unit Sector

Core

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 1. Identify, control and report OHS hazards | 1.1 Immediate work area is routinely checked for safety hazards prior to commencing and during work
1.2 Hazards and unacceptable performance are identified and corrective action is taken within the level of responsibility
1.3 OHS hazards and incidents are reported to appropriate personnel according to workplace procedures |
| 2. Conduct work safely | 2.1 Appropriate personal protective clothing is selected and fitted
2.2 Appropriate personal protective equipment is used
2.3 Workplace procedures for controlling risks are followed when carrying out work tasks |
| 3. Follow emergency response procedures | 3.1 Emergency situations are identified and reported according to workplace reporting requirements
3.2 Emergency procedures are followed as appropriate to the nature of the emergency and according to workplace procedures
3.3 Workplace procedures for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements. Legislative requirements include State/Territory/Commonwealth occupational health and safety Acts and regulations, including regulations relating to hazards present in the workplace. They also include general duty of care under occupational health and safety legislation and common law
- Company procedures may include job-related SOPs and OHS-specific procedures. Examples of OHS procedures include consultation and participation, emergency response, response to specific hazards, incident investigation, risk assessment, reporting arrangements and issue resolution procedures
- Workplace information can include Standard Operating Procedures (SOPs), safety procedures, safety signs and symbols, labels, Material Safety Data Sheets (MSDSs), codes of practice, manufacturers' advice, standard forms and reports
- Safe work procedures relate to own work responsibilities and may include materials handling, working with hazardous goods, and special requirements such as working in confined spaces and at heights
- Responsibility for monitoring health and safety relates to the work area and responsibilities
- Employee and employer rights and responsibilities are those established by legislation and reflected in company policies and procedures
- Hazards, near misses, injuries and illnesses relate to own job and work area
- OHS incidents include near misses, injuries, illnesses and property damage
- Hazards relating to own and immediate work area can include but are not limited to:
 - noise
 - confined spaces
 - working with steam and hot services/product
 - airborne particulates
 - handling hazardous substances
 - working with and near moving equipment/load shifting equipment
 - stress
 - broken or damaged equipment or materials
 - slip, trip and fall hazards
 - manual handling
 - working with 240V power supply
 - poor ventilation

- working in exposed weather conditions
- working with combustible materials
- Where safety hazards include work conditions covered by the National Occupational Health and Safety Commission and/or state health and safety authorities, the assessment criteria and methods prescribed by these authorities must also be met
- Emergency equipment may include medical kits/centre, eye washes, showers, fire fighting equipment, spill kits
- Reporting of emergencies can include raising an alarm and/or reporting to designated personnel
- Participating in improvement may involve participation in investigations of incidents. This is typically carried out with support at this level and through consultative groups

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access and apply workplace information on health and safety policies and procedures relating to own work
- Fit and use appropriate personal protective clothing and equipment
- Regularly check own work area to identify health and safety hazards. This must include identification of hazardous manual handling
- Recognise and take action to remove hazards according to workplace procedure and level of responsibility
- Report hazards according to workplace procedure. This includes reporting to the appropriate personnel in required detail and in a timely manner according to workplace procedures
- Follow safe work procedures. This includes demonstrating procedures used to control OHS risks
- Participate in arrangements to manage and improve OHS in the workplace
- Maintain housekeeping standards in work area
- Identify and respond to emergency procedures including evacuation
- Participate in incident investigations/risk assessments

May include ability to:

- 1 Work in accordance with a work permit
- 2 Use emergency equipment

Knowledge of:

- Importance of OHS to self and others
- Roles, rights and responsibilities of self and employer
- Site layout including emergency exits
- Signage, symbols and signals relating to OHS
- The system for managing OHS in the workplace. This includes an understanding of any specific programs to manage OHS; the role of operating and safety procedures; incident reporting and investigation processes; training arrangements; structure and role of consultative processes; sources of information on workplace health and safety; OHS personnel including managers, representatives, emergency wardens, first aid officers and internal and external auditors where appropriate
- Basic concepts of hazard identification, risk assessment and control options. This includes an understanding of the hierarchy of hazard control
- Responsibilities and opportunities to participate in arrangements to manage OHS in the workplace. At a minimum this includes awareness of the processes for raising a health and safety issue or concern and understanding the processes followed to investigate OHS incidents
- Location and purpose of personal protective equipment and emergency/hazard control equipment in the work area. This includes first aid facilities and personnel
- Use, care and storage requirements for personal protective clothing and equipment used
- Location of advice on OHS issues. This may include awareness of MSDSs, where chemical handling is required
- Requirements and procedures for reporting OHS hazards and incidents including injuries, illness and near misses
- Typical hazards relating to own job and work area. This includes an understanding of hazardous manual handling
- Safe work practices. This may include use of handling equipment, any task specific manual handling techniques, and handling of chemicals as required by work role, according to workplace procedures
- Standard operating procedures for equipment used and key safety elements of the procedures. This includes an understanding of procedures used to lock out, tag out and/or isolate equipment
- Location and use of safety alarms
- Meaning of safety alarms and response required
- Emergency response system, procedures and personnel

May include knowledge of:

- Work permit system and procedure. This includes an understanding of procedure, responsibility for issuing, functions covered by a permit to work, and how long a permit is valid once issued
- Handling and storage requirements of hazardous goods

used in the work area

Relationship with other standards**Pre-requisite units**

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

Co-assessment of related units

This unit should be assessed together with other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZMHHM1A Carry out manual handling tasks
- PMAPER200A Work in accordance with an issued permit
- TDTD397C Handle dangerous goods/hazardous substances

Resources required for assessment

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

- OHS policy, system and procedures
- Advice on OHS-related personnel and nominated responsibilities
- Standard operating procedures and related advice on specific safe work practices
- Advice on hazards and control procedures relevant work responsibilities
- Work tasks and related equipment to which OHS procedures are to be applied
- Personal protective clothing and equipment as required
- Emergency and/or evacuation procedures for the potential range of hazards
- Storage areas for hazardous goods as required
- Manual handling equipment as required
- Reporting system and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFCORHS3A**Monitor the implementation of occupational health and safety policies and procedures****Unit Descriptor**

This is a Core unit. It covers the skills and knowledge required to provide a leadership role in supporting day-to-day implementation of occupational health and safety (OHS) policies and procedures in a work area. This unit applies to those with formal responsibility for others, and to those required to model workplace policies and procedures but who have no formal management role.

This unit is based on and achieves the outcomes of the National Occupational Health and Safety Commission (NOHSC) Generic Occupational Health and Safety Competency Standard B in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC:7025 (1998) 2nd edition].

Unit Sector

Core

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 1. Ensure others in the work area are able to implement safe work practices | <ul style="list-style-type: none"> 1.1 Hazard control and personal protective clothing and equipment appropriate to work requirements are available and functional 1.2 Information on OHS policies, procedures and programs is current, accessible and communicated to others in the work area 1.3 Information about identified hazards and the outcomes of risk assessment and risk control procedures is accessible and communicated to others in the work area 1.4 Health and safety hazards and control measures relating to work responsibilities can be identified by those in the work area 1.5 Mentoring and coaching support is available to support individuals/groups to implement work procedures to support safety 1.6 Training needs are identified and addressed within level of responsibility |
| 2. Monitor observance of safe work practices in the work area | <ul style="list-style-type: none"> 2.1 Work procedures in the work area are clearly defined, documented and followed 2.2 Deviation from identified procedures is identified, reported and addressed within level of responsibility 2.3 Personal behaviour is consistent with workplace policies and procedures 2.4 Safety hazards in the work area are identified and reported according to workplace procedure 2.5 OHS information is recorded to meet workplace reporting requirements 2.6 Housekeeping standards in the work area are maintained |

- 3. Implement emergency procedures to respond to a hazardous event
 - 3.1 Workplace procedures for dealing with hazardous events are promptly implemented as required
 - 3.2 Hazardous events are investigated to identify cause
 - 3.3 Control measures to prevent recurrence and minimise risks of hazardous events are implemented

- 4. Maintain and improve health and safety in the work area
 - 4.1 Potential hazards are identified, assessed, removed or and/reported within level of responsibility and according to workplace procedure
 - 4.2 Risk assessments are conducted and appropriate control measures are identified and implemented in the work area
 - 4.3 Recommendations arising from risk assessments are implemented within level of responsibility
 - 4.4 Inadequacies in control measures are identified and reported according to company reporting requirements
 - 4.5 The work group is consulted and advised of OHS matters relevant to work role
 - 4.6 Matters raised relating to OHS are promptly resolved or referred to the appropriate personnel
 - 4.7 Opportunities for improving OHS performance are identified and raised with relevant personnel
 - 4.8 Procedures are developed or revised to support effective control of health and safety hazards
 - 4.9 Safety information is recorded according to company reporting requirements

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements. Legislative requirements include State/Territory/Commonwealth occupational health and safety Acts and regulations, including regulations and codes of practice relating to hazards present in the workplace. They also include general duty of care under occupational health and safety legislation and common law
- Company procedures may include job-related SOPs and OHS-specific procedures. Examples of OHS procedures include consultation and participation, emergency response, response to specific hazards, incident investigation, risk assessment, reporting arrangements and issue resolution procedures
- Workplace information may include OHS system and related documentation including policies and procedures, Standard Operating Procedures (SOPs), information on hazards and the work process, hazard alerts, safety signs and symbols, labels, Material Safety Data Sheets (MSDSs) and manufacturers' advice. Technical advice may include codes of practice and industry standards
- Work responsibilities include responsibility for modelling appropriate OHS policies and procedures and may include formal or informal responsibility for providing a support role to others in the work area
- Safe work procedures relate to the work area which may include special requirements covered by the issuing of permits
- Employee and employer rights and responsibilities are those established by legislation and reflected in company policies and procedures
- Hazards, near misses, injuries and illnesses relate to own job and work area
- OHS incidents include near misses, injuries, illnesses and property damage
- Hazards found in the work area can include but are not limited to:
 - noise
 - confined spaces
 - working with steam and hot services/product
 - airborne particulates
 - handling hazardous substances
 - working with and near moving equipment/load shifting equipment
 - stress
 - broken or damaged equipment or materials

- slip, trip and fall hazards
- manual handling
- working with 240V power supply
- poor ventilation
- working in exposed weather conditions
- working with combustible materials
- Where safety hazards include work conditions covered by National Occupational Health and Safety Commission and/or state health and safety authorities, the assessment criteria and methods prescribed by these authorities must also be met
- Consultation would typically involve discussing issues, considering and responding to feedback on issues including but not limited to identification of hazards, assessment of risk level, hazard control options, injury and accident investigation, development and/or review of safe work procedures and proposed changes to the work environment that may impact on risk
- The operator at this level may not have direct responsibility for overseeing the training/development of team members. At a minimum they must be able to identify development needs of others in the work area and refer this information to the relevant personnel
- The operator at this level may not have responsibility for independently assessing risks and determining the effectiveness of control measures. However, they would be expected to observe day-to-day effectiveness and participate in assessment and review processes
- Responsibilities at this level may include facilitating consultation processes within level of responsibility
- Record keeping complies with legal and OHS program requirements

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access, interpret and communicate information about OHS and related procedures to others in the work area. This requires demonstration of two-way communication including active listening and constructive response to feedback
- Provide access to and maintain current OHS information in the work area. This typically includes Standard Operating Procedures and/or safe work procedures. It may also include relevant signage and permits to work where relevant
- Model safe work policies and procedures in own work
- Identify OHS hazards and controls relevant to work processes and practices in the work area
- Support others to follow OHS procedures. This involves ensuring that all personnel in the work area receive the information required, that they have met the necessary competency/regulatory and licensing requirements to carry out their work responsibilities and they are equipped with the relevant personal protective clothing and equipment. This may apply to both company employees and subcontractors
- Identify, report and/or address OHS training and development needs of others in the work area
- Regularly inspect the work area to identify OHS hazards
- Report and take action to remove or control hazards according to workplace procedure and level of responsibility
- Ensure that appropriate and timely action is taken in response to emergencies
- Participate in investigations of non-compliance and risk assessment processes
- Participate in consultation processes to improve OHS in the workplace
- Respond to OHS hazard identification and incidents in an appropriate and timely way
- Review practice and procedures to implement recommendations arising from risk assessments and/or improvement proposals within level of responsibility. This may include collection and analysis of OHS records, reviewing operating procedures and communicating changes to others in the work area
- Support return to work arrangements in the work area within level of responsibility
- Ensure that housekeeping standards are maintained and that equipment is safe to operate
- Ensure that OHS records and documentation is accurate, complete and timely

May include ability to:

- Issue and maintain supplies of personal protective clothing and/or equipment as required by work role
- Issue work permits
- Facilitate consultation processes
- Lead incident investigations

Knowledge of:

- Roles and responsibilities associated with duty of care. This includes company and personal duty of care
- Legislation relating to OHS responsibilities. This requires an understanding of the main provisions of national and state health and safety legislation, regulations and codes of practice. This includes OHS rights and responsibilities and codes of practice related to consultation, safe workplace, workers compensation and return to work
- The system for managing OHS in the workplace. This includes an understanding of:
 - site layout including emergency exits
 - signage, symbols and signals relating to OHS
 - location, use and meaning of safety alarms and responses required
 - specific programs to manage OHS
 - the role of operating and safety procedures, incident reporting and investigation processes
 - requirements and procedures for reporting OHS hazards and incidents including injuries, illness and near misses
 - training arrangements
 - structure and role of consultative processes
 - sources of information on workplace health and safety
 - OHS personnel including managers, representatives, emergency wardens, first aid officers and internal and external auditors where appropriate
- Principles of risk management including hazard identification, risk assessment and risk control according to hierarchy of control
- The personal protective and emergency clothing and/or equipment requirements of work roles in the work area and procedures for fitting, using, storing and ordering clothing and/or equipment as required
- Purpose, application and limitations of protective clothing and equipment
- Common types of injuries relevant to work tasks, likely causes and control options
- Hazards and control measures in place in the work area. This requires an understanding of safe work requirements relevant to the work area, including lock out/tag out and isolation procedures
- Health and safety resources and advice relating to typical hazards and control methods relevant to the work area. This includes an awareness of relevant technical advice and support
- Work functions carried out in the work area that are covered by special training requirements such as for entry to confined spaces, hot work, working at heights
- The role of consultation in supporting OHS program implementation
- Appropriate communication skills and techniques to convey health and safety information to others in the workplace

- Emergency response system, procedures and personnel
- Return to work responsibilities and procedures
- Auditing arrangements, roles and responsibilities as they relate to own work responsibilities. This may include an understanding of internal and external audit processes
- Documentation system and procedures. This includes record keeping to meet both company and legal requirements, procedures for developing and/or reviewing workplace procedures, and document control systems used in the workplace
- Purpose of OHS records and an understanding of how this information is used to support the management of OHS in the workplace

May include knowledge of:

- Procedures for managing supplies of personal protective clothing and/or equipment as required by work role
- Facilitation and consultation techniques
- Handling and storage requirements of hazardous goods used in the work area
- Work permit system and procedures. This includes an understanding of procedures, responsibilities for issuing, functions covered by a permit to work, and how long a permit is valid once issued.

Relationship with other standards

Pre-requisite units

There are no pre-requisites for this unit.

Co-assessment of related units

This unit should be assessed together with other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- PMAPER300A Issue work permits
- PMBOHS204B Apply emergency/incident procedures
- FDFOPTIP3A Participate in improvement processes
- FDFOPTTG3A Lead work teams and groups
- BSBCM405A Analyse and present research information

Resources required for assessment

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

- OHS legislation, codes, policy, system and procedures
- Work area or system in which OHS policies and procedures are to be monitored
- Standard operating procedures and related advice on specific safe work practices
- Advice on hazards and control procedures relevant to work area
- Work tasks and related equipment to which OHS procedures are to be applied
- Personal protective clothing and equipment as required
- Emergency and/or evacuation procedures for the potential range of hazards
- Competency records and workplace training arrangements
- Consultative forums relating to OHS
- Storage areas for hazardous goods as required
- OHS reporting systems and requirements
- Manual handling equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFCORQAS1A Follow work procedures to maintain quality

Unit Descriptor

This is a Core unit. It covers the skills and knowledge required to follow basic quality assurance practices related to monitoring quality where work involves routine manual processes and/or operation of simple automated equipment.

Note that this unit does not apply to the pharmaceutical industry. Refer to FDFPHGMP1A Follow work procedures to maintain Good Manufacturing Practice.

Unit Sector

Core

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1. Monitor quality of work outcome | <ul style="list-style-type: none"> 1.1 Quality requirements are identified 1.2 Inputs are inspected to confirm capability to meet quality requirements 1.3 Work is conducted and monitored to produce required outcomes |
| 2. Identify and report unacceptable inputs and/or outputs | <ul style="list-style-type: none"> 2.1 Work area, materials, processes and product are routinely checked to ensure compliance with quality requirements 2.2 Unacceptable quality is identified and corrective action is taken within the level of responsibility to maintain quality standards 2.3 Quality variation is reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company policies and procedures, licensing and regulatory requirements, legislative requirements and industrial awards and agreements
- Workplace information may include Standard Operating Procedures (SOPs), quality specifications, food safety and/or GMP programs, log sheets, standard forms and written or verbal instruction
- Responsibility for monitoring quality relates to immediate work responsibilities and may require visual inspections and checks
- Monitoring typically involves visual inspection or checks at control points. Control points refer to those key points in a work process which must be monitored and controlled. This includes food safety (critical) control points
- At this level, responding to out-of-specification or unacceptable outcomes typically involves exercising judgment within clearly defined parameters and reporting/referring to others

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access and apply workplace information on quality requirements for own work
- Identify control points or inspection points for own work and related methods used to monitor quality
- Carry out relevant checks and inspections as required. This may include checks, and inspections on equipment, materials, product, packaging consumables and processing conditions relevant to own work
- Identify and respond to out-of-specification or unacceptable inputs and/or outputs. This may include making adjustments within level of responsibility and/or reporting
- Maintain quality of own work

May include ability to:

- Conduct tests related to work responsibilities
- Record quality data in required format

Knowledge of:

- Quality policy, procedures and responsibilities
- Quality personnel and their respective responsibilities. This can include internal personnel and external auditors
- Requirements of internal and external customers
- Sources of advice on quality requirements for own work
- Control points for own work. This includes an understanding of the purpose of the control point, the risk if not controlled and the method of control where relevant
- Monitoring, inspection and checking procedures relating to process control requirements
- Evidence of out-of-standard or unacceptable performance
- Procedures for responding to out-of-specification or unacceptable performance/outcomes
- Responsibilities for reporting and recording quality information

May include knowledge of:

- Sampling and test procedures
- Recording requirements and responsibilities

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with other units of competence relevant to the work role. This may include:

- FDFCORFSY1A Follow work procedures to maintain food safety

Resources required for assessment

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

- Quality policy, system and procedures. This includes company codes of practice/Good Manufacturing Practice (GMP)
- Work tasks and responsibilities
- Workplace information relating to work tasks. This may include specifications, work instruction and other advice on quality requirements and procedures
- Systems for recording quality information as required
- Reporting system and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFCORQAS2A Implement quality systems and procedures

Unit Descriptor

This is a Core unit. It covers the skills and knowledge required to apply quality principles and system requirements when carrying out work responsibilities where work involves the operation of packaging and/or processing equipment.

Note that this unit does not apply to the pharmaceutical industry. Refer to FDFPHGMP2B Implement Good Manufacturing Practice procedures.

Unit Sector

Core

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Monitor quality of work outcome | 1.1 Quality requirements are identified
1.2 Inputs are inspected to confirm capability to meet quality requirements
1.3 Work is conducted to produce required outcomes
1.4 Work processes are monitored to confirm quality of output and/or service
1.5 Processes are adjusted to maintain outputs within specification |
| 2. Participate in maintaining and improving quality at work | 2.1 Work area, materials, processes and product are routinely monitored to ensure compliance with quality requirements
2.2 Non-conformance in inputs, process, product and/or service is identified and reported according to workplace reporting requirements
2.3 Corrective action is taken within level of responsibility, to maintain quality standards
2.4 Quality issues are raised with designated personnel |

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills:

Ability to:

- Access and apply workplace information on quality requirements for own work
- Identify control points or inspection points for own work and related methods used to monitor quality
- Maintain quality of own work. This may require carrying out relevant checks and inspections in order to monitor control points and check and inspect equipment, materials, product, packaging consumables, processing conditions and service standards relevant to own work
- Identify and correct variation within boundaries of work role. This may require the use of quality data
- Determine when and how to make adjustments to maintain output within specified parameters
- Identify and respond to out-of-specification or unacceptable inputs and/or outputs
- Record quality data in required format

May include ability to:

- Conduct tests related to work responsibilities
- Collect samples as required by sampling regime where applicable

Required knowledge:

Knowledge of:

- Quality policy, procedures and responsibilities
- Quality system used in the workplace. This includes an understanding of the relationship between the quality system and food safety program, sources of information on quality requirements, the role of internal and external auditors as appropriate and performance improvement processes
- Basic concepts of quality assurance including hazards, risk assessment and control methods
- Requirements of internal and external customers
- Control points for own work. This includes an understanding of the purpose of the control point, the risk if not controlled and the method of control used
- Monitoring, testing and inspection procedures relating to process control requirements
- Scope to correct/control variation within equipment and process capacity parameters
- Evidence of out-of-standard or unacceptable performance
- Procedures for responding to out-of-specification or unacceptable performance/outcomes. This includes procedures for identifying or isolating materials or product of unacceptable quality
- Systems used to trace product ingredients as relevant to own work
- Requirements to report and record quality information

May include knowledge of:

- Sampling and test methods and procedures

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company policies and procedures, licensing and regulatory requirements, legislative requirements and industrial awards and agreements
- Workplace information may include Standard Operating Procedures (SOPs), quality specifications, food safety plans, log sheets, standard forms and reports
- Control points refer to those key points in a work process which must be monitored and controlled. This includes food safety (critical) as well as quality and regulatory control points
- Monitoring quality includes observation and other checks, tests or inspections to confirm that the work output meets defined specifications or quality standards. This can include the use of data collection and analysis tools such as control charts. Tests or inspections may be carried out by the operator, a third party or be automated
- Reporting and recording systems may be verbal, written, electronic or screen-based
- Participating in improvement may involve participation in structured improvement programs, one-off projects and day-to-day problem solving

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFCORFSY2A Implement the food safety program and procedures
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests

Resources required for assessment

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

- Quality policy, system and procedures. This includes company codes of practice/Good Manufacturing Practice (GMP)
- Work tasks and responsibilities
- Workplace information relating to work tasks. This may include specifications, work instruction and other advice on quality requirements and procedures
- Sampling and test procedures and related equipment as required
- Systems for recording quality information

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFCORQFS3A Monitor the implementation of quality and food safety programs

Unit Descriptor

This is a Core competency. It covers the skills and knowledge required to provide a leadership role in supporting day-to-day implementation of the food safety/quality programs in a work area. It also involves supporting others to implement the requirements of the food safety/quality procedures. This unit applies to those with formal responsibility for others, and to those required to model workplace policies and procedures but who have no formal management role.

This unit is based on and equivalent to the guideline food safety unit GFSOFSA Oversee the day-to-day implementation of food safety in the workplace.

Note that this unit does not apply to the pharmaceutical industry. Refer to FDFPHGMP3A Monitor the implementation of Good Manufacturing Practice procedures.

Unit Sector

Core

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Ensure others in the work area are able to meet quality and food safety requirements | 1.1 Hazard control and clothing and equipment appropriate to work requirements are available, functional and correctly fitted
1.2 Information on food safety/quality responsibilities and procedures is current, accessible and communicated to others in the work area
1.3 Information about identified hazards and the outcomes of risk assessment and risk control procedures is accessible and communicated to others in the work area
1.4 Food safety/quality hazards and control measures used in the work area can be identified by those in the work area
1.5 Mentoring and coaching support is available to support individuals/groups to implement quality and safe food handling procedures
1.6 Training needs are identified and addressed within level of responsibility |
| 2. Monitor observance of quality standards and food safety programs in the work area | 2.1 Work procedures in the work area are clearly defined, documented and followed
2.2 Deviation from identified procedures is identified, reported and addressed within level of responsibility
2.3 Personal behaviour is consistent with workplace policies and procedures that support food safety and quality
2.4 Food safety and/or quality hazards are identified and reported according to workplace procedure
2.5 Food safety and quality information is recorded to meet workplace reporting requirements
2.6 Housekeeping standards in the work area are maintained |

- 3. Take corrective action in response to quality and food safety non-compliance
 - 3.1 Workplace procedures for responding to quality and food safety non-compliance are promptly implemented
 - 3.2 Hazardous events are investigated to identify cause
 - 3.3 Control measures to prevent recurrence and minimise risks of hazardous events are implemented

- 4. Maintain and improve quality and food safety in the work area
 - 4.1 Processes or conditions which could result in a breach of food safety procedures or quality specifications are identified, assessed, removed or and/reported within level of responsibility and according to workplace procedure
 - 4.2 Risk assessments are conducted and appropriate control measures are identified and implemented in the work area
 - 4.3 Recommendations arising from risk assessments are implemented within level of responsibility
 - 4.4 Inadequacies in control measures are identified and reported according to company reporting requirements
 - 4.5 Matters raised relating to quality/food safety are promptly resolved and/or referred to appropriate personnel
 - 4.6 The work group is consulted and advised of quality/food safety matters relevant to work role
 - 4.7 Opportunities for improving food safety and quality are identified and raised with relevant personnel
 - 4.8 Procedures are developed or revised to support effective control of quality and food safety hazards
 - 4.9 Quality/food safety records are reviewed to ensure they are complete and meet the quality system, food safety program and legal requirements

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work responsibilities may include formal or informal responsibility for modelling appropriate quality/food safety policies and procedures and providing a support role to others in the work area
- A food safety program is a written document that specifies how a business will control all food safety hazards that may be reasonably expected to occur in all food handling operations of the food business. The food safety program and related procedures must comply with legal requirements of the Food Safety Standards and must be communicated to all food handlers. Where no food safety program is in place, food safety requirements may be specified in general operating procedures
- Quality systems may be externally accredited, such as an ISO system, or internally designed and managed
- Workplace information may be provided in food safety and quality policies and programs, Standard Operating Procedures (SOPs), specifications, log sheets and written or verbal instruction incorporating food safety and quality requirements
- A food safety incident is a situation where the safe limits or parameters identified by the food safety program are not met
- A quality incident is a situation where the quality limits or parameters identified in specifications or processing instructions are not met
- Monitoring describes the methods used to confirm that a food safety or quality hazard is in control. Examples of monitoring procedures include taking temperatures, collecting samples, conducting visual inspections and testing as required
- Responsibility for identifying breaches of food safety procedures and taking corrective action occurs in the context of the food safety program and within scope of responsibility
- Responsibility for identifying non-compliance against quality standards occurs within the context of defined standards or specifications and relates to work area
- Minimum personal hygiene requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in the Food Safety Standard 3.2.2, Division 4:14 and/or state legislation/regulations
- Reporting of health conditions and illnesses requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in Food Safety Standard 3.2.2, Division 4:13 and/or state legislation/regulations
- The operator at this level may not have direct

responsibility for overseeing the training/development of team members. At a minimum they must be able to identify development needs of others in the work area and refer this information to the relevant personnel

- The operator at this level may not have responsibility for independently assessing risks and determining the effectiveness of control measures. However, they would be expected to observe day-to-day effectiveness and participate in assessment and review processes
- Responsibilities at this level may include facilitating consultation processes within level of responsibility
- Record keeping complies with customer, legal and food safety program requirements

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access, interpret and communicate information about the food safety program, quality requirements and related procedures to others in the work area. This requires demonstration of two-way communication including active listening and constructive response to feedback
- Provide access to and maintain current food safety/quality documentation
- Model safe food handling and quality practices and procedures to achieve required outcomes. This includes demonstrating:
 - work procedures that meet the requirements of quality and food safety
 - cleaning and sanitizing equipment
 - sampling and testing as appropriate according to quality and food safety requirements
 - maintaining personal hygiene
 - wearing appropriate clothing and footwear as required by the work task
 - following procedure when moving within and between work areas
 - reporting health conditions and illnesses according to workplace procedures
 - handling, cleaning and storing equipment, utensils and packaging materials as appropriate
- Identify control points in the work area and demonstrate monitoring techniques used. Control points include critical, quality and regulatory control points
- Support others to meet quality standards and follow food safety procedures. This involves ensuring that all personnel in the work area receive the information required and have the necessary skills and equipment to carry out their responsibilities
- Identify, report and/or address food safety/quality non-compliance in an appropriate and timely manner within level of responsibility
- Determine when and how to make adjustments to maintain output within level of responsibility
- Identify, report and/or address food safety/quality training and development needs of others in the work area
- Ensure that appropriate and timely action is taken in response to non-compliance
- Handle and dispose of out-of-specification or contaminated food, waste and recyclable material according to food safety program as this requirement relates to own work responsibility
- Participate in investigations of non-compliance and risk assessment processes
- Participate in consultation processes to improve quality and food safety outcomes in the workplace

- Review practice and procedures to implement recommendations arising from risk assessments and/or improvement proposals within level of responsibility. This may include collection and analysis of food safety/quality records, reviewing operating procedures and communicating changes to others in the work area
- Ensure that housekeeping standards are maintained and that equipment is in operational order. This may include participating in the management of equipment calibration
- Monitor the recording of quality and food safety information to confirm that records accurately reflect performance and meet the requirements of the food safety and quality programs

May include ability to:

- Participate in food recall procedures as required, within level of responsibility
- Facilitate consultation processes
- Lead investigations of quality and food safety incidents

Knowledge of:

- Sources of information and expertise on procedures and responsibilities for food safety relevant to the workplace
- Principles of a HACCP-based approach to managing food safety. This includes identification of hazards that are likely to occur, establishing appropriate methods of control and confirming that controls are met
- Basic concepts of quality assurance including hazards, risk assessment and control methods
- Company programs and systems in place to manage and support quality and food safety in the workplace. This may involve separate or integrated programs. This includes system for maintaining and updating documents such as operating procedures and specifications. It also includes knowledge of:
 - clothing and footwear requirements for working in and/or moving between food handling areas
 - personal clothing maintenance, laundering and storage requirements
 - appropriate bandages and dressings to be used when undertaking food handling
 - housekeeping requirements and responsibilities relating to own work. Where relevant this includes use and storage of housekeeping/cleaning equipment
 - procedures to follow in the event of pest sighting or discovery of infestation
 - purpose and importance of cleaning and sanitation procedures
- Legal obligations for food safety and quality. At a minimum, this includes an awareness of government legislation and customer requirements
- Food safety and quality responsibilities and requirements relating to the work area
- Awareness of common micro biological, physical and chemical hazards related to the foods handled in the work area. This includes the types of hazards likely to occur, the conditions under which they occur, possible consequences and control methods to prevent occurrence
- Suitable standard for materials, measuring devices, equipment and utensils used in the work area
- Properties of food and ingredients used that affect food safety. This includes an understanding of related storage, processing and handling requirements
- Current technical and process knowledge required to participate in investigations of food safety/quality hazards, risks and incidents within level of responsibility. This includes an understanding of common micro biological, physical and chemical hazards, related control methods and the way changes in equipment and/or processing methods can affect food safety and quality outcomes
- Procedures for identifying unsafe and/or non-conforming product. This includes a knowledge of control points, evidence of out-of-specification product or materials and

may include knowledge of sampling procedures, test methods and inspections

- Options for responding to non-compliance. This includes an understanding of legal responsibility, risk management and cost/implications of different responses and level of responsibility for decision making
- Methods used in the workplace to isolate or quarantine food which may be unsafe
- Waste collection, recycling, handling and disposal. This may include handling/disposal requirements for different types of waste such as hazardous waste where relevant
- Traceability and recall procedures within level of responsibility
- Documentation system and procedures. This includes record keeping to meet both company and legal requirements, procedures for developing and/or reviewing workplace procedures, and document control systems used in the workplace
- Auditing arrangements, roles and responsibilities as they relate to own work responsibilities. This may include an understanding of internal and external audit processes
- Appropriate communication skills and techniques to convey information on quality and food safety requirements to others in the workplace

May include knowledge of:

- Cleaning and sanitation procedures
- Impact of rework handling/addition on food safety
- Sampling and test methods
- Facilitation and consultation techniques

Relationship with other standards

Pre-requisite units

There are no pre-requisites for this unit

Co-assessment of related units

This unit should be assessed together with other units of competence relevant to the function or work role. In addition, the following optional or ancillary unit may be relevant:

- FDFOPTPIP3A Participate in improvement processes
- FDFOPTTG3A Lead work teams and groups
- BSBCM405A Analyse and present research information

Resources required for assessment

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

- Food safety program for the work area which identifies critical control points, control measures and corrective action
- Quality policy, system and procedures
- Work area or system in which quality and food safety practices and procedures are to be monitored
- Personal protective clothing and equipment as required
- Review/audit arrangements
- Reporting and monitoring systems

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFCORWCM1A Communicate workplace information

Unit Descriptor

This is a Core unit. It covers the skills and knowledge required to gather, convey and receive workplace information and to interact with others at work.

Unit Sector

Core

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1. Exchange verbal information | 1.1 Information requirements are identified
1.2 Questions are asked to seek or clarify information
1.3 Interactive skills are used to communicate effectively with others
1.4 Information is provided in a timely and appropriate form |
| 2. Locate and use workplace information | 2.1 Sources of workplace information are located
2.2 Information is used to carry out work responsibilities |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules, labels and codes, safety signs and symbols, Materials Safety Data Sheets (MSDSs), standard forms, verbal messages, requests or instructions
- Information to be accessed/conveyed may be verbal, written and/or screen based and may include symbols, charts, signs, pictures and diagrams as relevant to own work
- Typical subjects for communication include work functions, company policies and codes of practice, rights and responsibilities, employment conditions and entitlements
- Workplace personnel may include people from diverse cultural backgrounds
- Interactive communication processes include active listening, turn taking, questioning and tolerating the views of others, seeking and providing constructive feedback

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Identify and access information to undertake work responsibilities
- Seek information from people in the workplace to support work roles and responsibilities
- Ascertain or clarify information requirements by asking questions
- Structure and present information in a clear, logical sequence to meet work requirements
- Demonstrate interactive communication processes
- Respond to information requests in a timely manner
- Use appropriate information technology as required in the workplace
- Interact with others to achieve agreed outcomes

Knowledge of:

- Communication channels and forums including consultative arrangements established in the workplace
- Common colloquial and technical terms relating to work function
- Sources of information and advice relating to own job
- Methods used to access information. This may involve basic keyboard/control panel skills
- Interactive techniques including active listening, questioning, seeking and responding to feedback, and interacting effectively with others
- Recognition of different personal communication styles
- Personal reporting roles and responsibilities

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with other units of competence relevant to the work role.

Resources required for assessment

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

- Advice on work roles and responsibilities
- Information technology as appropriate to the workplace
- Opportunities to interact with others using typical workplace communication processes
- Typical workplace information and systems

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFCORWCM2A Present and apply workplace information

Unit Descriptor

This is a Core unit. It covers the skills and knowledge required to identify, collect and present information to convey meaning to others.

Unit Sector

Core

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|---|
| 1. Present information to suit workplace and audience requirements | 1.1 Information requirements are identified
1.2 Information is collected and assessed
1.3 Information is selected and structured in a logical way to convey meaning to others
1.4 Appropriate methods are used to communicate effectively with others |
| 2. Respond to information requests | 2.1 Information requests are processed promptly and courteously
2.2 The nature of requests is clarified
2.3 Appropriate information is provided in response to requests
2.4 Information is provided in a form appropriate to the enquirer
2.5 Requests are referred to the appropriate personnel where they fall outside area of responsibility |
| 3. Use and maintain workplace information | 3.1 A range of information sources is accessed to support work requirements
3.2 Information is recorded in appropriate formats according to workplace reporting requirements
3.3 Information is analysed to meet work requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, signs and symbols, Materials Safety Data Sheets (MSDSs), manufacturers' advice, standard forms and reports
- Information to be accessed/conveyed may be verbal, written and/or screen based and may include symbols, charts, signs, pictures and diagrams as relevant to own work
- Typical subjects for communication include work functions, shift handovers, company policies and codes of practice, rights and responsibilities, employment conditions and entitlements
- Interactive communication processes include active listening, turn taking, questioning and tolerating the views of others, seeking and providing constructive feedback
- Recording and/or accessing information electronically does not require an understanding of the programs used and the function involves limited interaction such as simple keyboard operations. Where a more detailed understanding of the computer system is required, also refer to the optional unit TDTK197B Use info-technology devices and computer applications in the workplace

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Identify and access information to undertake work responsibilities
- Seek information from people in the workplace to support work roles and responsibilities
- Ascertain or clarify information requirements by asking questions
- Prepare simple written or verbal presentations that structure and present information in a logical sequence
- Present information appropriate to audience and information purpose. This may include use of graphs and/or diagrams as appropriate. The audience may include people from diverse cultural backgrounds and with people with limited ability to speak or understand English
- Participate with others to achieve work outcomes. This requires demonstration of interactive communication processes
- Participate in group discussions and processes as required. This includes demonstrating active listening skills and participating constructively in discussions
- Respect and, where appropriate, represent the views of others
- Record information in required format/s

Knowledge of:

- Communication channels including consultative arrangements established in the workplace
- Common colloquial and technical terms relating to work function
- Sources of information and advice relating to work responsibilities
- Methods and technologies used to access, record and store workplace information including print, and screen-based systems as relevant to the workplace
- Presentation techniques to convey information on a range of typical workplace subjects appropriate to the audience
- Recognition of different personal communication styles and appropriate communication options
- Recognition of cultural diversity as appropriate in the workplace
- Reporting roles and responsibilities
- Interpersonal skills including active listening, questioning, seeking and responding to feedback
- Basic meeting procedures to identify and achieve meeting/discussion outcomes

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRW1A Participate effectively in a workplace environment
- FDFOPTSD2A Work in a socially diverse environment
- TDTK197B Use infotechnology devices and computer applications in the workplace

Resources required for assessment

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

- Advice on work roles and responsibilities
- Opportunities to interact with others using typical workplace communication processes
- Typical group forums which can include work groups and committees
- Typical workplace information
- Information systems and procedures
- Standard forms and equipment (as required) for recording workplace information

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZMHDT2A

Unit Descriptor

Operate a bulk dry goods transfer process

This is a Specialist unit. It covers the skills and knowledge required to receive and/or transfer bulk raw materials (dry) to storage areas.

Unit Sector

Materials Handling

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Prepare bulk materials transfer equipment and process for operation | <ul style="list-style-type: none"> 1.1 Bulk storage locations, ingredient/materials holdings and capacities are identified 1.2 Actual to recorded holding levels are confirmed 1.3 The transfer system equipment is checked to confirm readiness for use 1.4 Transfer equipment settings and operating parameters are selected to meet safety and transfer requirements 1.5 Checks, tests or other materials/product clearance procedures are followed prior to transfer as required by workplace 1.6 Priorities for materials transfer are established to match intakes/transfers to storage capacity and production requirements |
| 2. Transfer bulk materials | <ul style="list-style-type: none"> 2.1 The transfer process is started and operated according to workplace procedures 2.2 The transfer process is monitored to confirm correct location selection, quantities and equipment settings 2.3 Bulk dry materials/product is transferred to the required location/storage facility 2.4 Workplace housekeeping standards are maintained 2.5 Workplace records are maintained according to workplace recording requirements |
| 3. Complete transfer operations | <ul style="list-style-type: none"> 3.1 Equipment settings are selected to complete transfer operation 3.2 In-flight product is purged from lines 3.3 Equipment is cleaned and prepared for further transfer 3.4 Information on the transfer operation is recorded according to workplace reporting requirements 3.5 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, delivery bills and dockets, standard forms and reports
- Where cleaning tanks or silos requires entry to confined spaces, the relevant National Occupational Health and Safety Commission and/or state health and safety authorities assessment criteria and methods prescribed must also be met
- Operation of bulk transfer systems typically involves the use of process control screens and systems
- Bulk materials transfer equipment may include, screw elevators, bucket elevators and other mechanical/pneumatic stock transfer equipment

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information relating to materials transfer requirements and priorities
- Select, fit and use personal protective clothing and/or equipment
- Use workplace records and systems to confirm storage facilities and capacities and determine appropriate routing of materials received. This typically involves use of computer-based systems. It may also involve verifying by physically inspecting storage facilities
- Plan and sequence transfer process to meet storage capacity and production requirements
- Prepare equipment for materials transfer. This may involve confirming that equipment is clean, lines are purged, isolation or lockouts are cancelled as required, any scheduled maintenance has been completed and safety guards/equipment are correctly positioned
- Carry out procedures to confirm bulk materials meet quality requirements as required by transfer process. This may involve conducting tests or getting clearance documentation from laboratory/quality personnel
- Operate and monitor transfer process to confirm that correct quantities are transferred at the required times, to the required locations
- Locate emergency stop functions on equipment
- Respond to and/or report equipment failure within level of responsibility
- Respond to and/or report evidence that bulk materials do not meet quality requirements
- Complete the transfer operations. This may include purging lines and selecting appropriate equipment/system settings
- Complete records of product/materials transfer as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control and scheduling systems, screens and panels
- Take and record product/materials samples and conduct tests
- Clean transfer equipment. This may require entry to confined spaces. Where this is the case, appropriate certification requirements also must be met
- Conduct routine maintenance

Knowledge of:

- Bulk dry materials storage layout, capacities and related management systems
- Basic operating principles of equipment. This typically includes the system of sensors, valves, pipework and related equipment that controls the transfer of bulk dry materials, equipment operating capacity and the status and purpose of guards
- Planning and scheduling systems and responsibilities to prioritise materials transfer processes. This includes an understanding of the characteristics of materials received and related storage requirements, production requirements and storage capacities
- Signs and symptoms of faulty equipment and early warning signs of potential problems
- Operating parameters and corrective action required where operation is outside specified operating parameters
- OHS hazards and controls. This includes the risk of spontaneous combustion and dust control
- Isolation, lock out and tag out procedures and responsibilities
- Product inspection procedures within level of responsibility. This includes awareness of types of pest infestation and common contamination relevant to dry materials transferred. It also includes an understanding of procedures for separating and handling non-conforming or unacceptable product
- Clearance procedures. This may include relevant test methods and action required if results are not within specification or clearance is not provided
- Contamination risks and controls. This includes an understanding of cross-contamination risks, product compatibility and storage requirements
- Environmental issues associated with dry goods handling and storage
- Recording requirements and procedures

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and testing associated with process monitoring and control
- Routine maintenance procedures

Relationship with other standards**Pre-requisite units**

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on storage locations, capacities and bulk receival equipment capacity and operating parameters
- Bulk transfer system, equipment and services
- Bulk materials (dry)
- Receival schedules and sequencing systems
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZMHFS2A

Work in a freezer storage area

Unit Descriptor

This is a Specialist unit. It covers the skills and knowledge required to enter and work in a freezer storage/cold room area. This unit may be used in conjunction with FDFZMHTS2A Work with temperature controlled stock.

Unit Sector

Materials Handling

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Prepare to enter a freezer storage environment | 1.1 Appropriate clothing and footwear is identified and available
1.2 Clothing and footwear is correctly fitted prior to entering a freezer
1.3 Checks and inspections are conducted according to workplace procedures |
| 2. Identify and monitor equipment operation in a freezer storage environment | 2.1 Identify the effect of freezing temperatures on equipment used
2.2 Monitor equipment to ensure it is in operational order when in use in a freezer |
| 3. Handle frozen product safely | 3.1 Identify handling requirements for frozen product
3.2 Handle frozen product safely |
| 4. Respond to emergencies | 4.1 Identify signs and symptoms of exposure
4.2 Take appropriate action to minimise effects of exposure of self and others |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code; labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Locate and fit appropriate protective clothing, footwear and equipment
- Follow procedures to enter and work in a freezer environment to ensure safety of self and others. This includes carrying out relevant checks and inspections prior to entry as required by workplace procedures
- Follow procedures to handle product to avoid product damage
- Monitor operating performance of equipment used in the freezer and identify signs of unsafe or unfit operation
- Conduct work in a manner appropriate to minimising risk of contamination
- Maintain work area to meet housekeeping standards

Knowledge of:

- Purpose and conditions required in a freezer storage environment. This includes an understanding of how temperature parameters are maintained in the freezer/cold room
- Safety requirements and hazards associated with entering and working in a freezer storage/cold room area. This includes an understanding of required protective clothing and equipment, limitations of protective clothing and equipment, and maximum work duration. It also includes an understanding of symptoms associated with hypothermia and action to take if these occur
- The effects of freezer/cold room temperatures and frozen condensation, on equipment used in a freezer/cold room but designed for room temperature operation. This includes an understanding of symptoms that equipment is unsafe or unfit for use
- Effects of room temperatures on equipment using hydraulic oils designed for freezer/cold room temperatures
- Typical freezing rates for product handled. This may include products stacked on pallets
- Handling requirements for moving pallets of frozen product and how this differs from moving pallets of fresh product. It also includes an understanding of the differences in product stability of pallets loaded with fresh compared with frozen product and related wrapping requirements
- The effect of freezing on product packaging and related handling requirements
- Housekeeping requirements for work area

Relationship with other standards**Pre-requisite units**

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZMHTS2A Work with temperature controlled stock

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Freezer storage/cold room area
- Stock to be held in frozen storage

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZMHLT2A

Unit Descriptor

Operate a bulk liquid transfer process

This is a Specialist unit. It covers the skills and knowledge required to receive and load out bulk liquid product or raw materials. This includes transferring bulk liquid product/materials from tankers and/or between storage and production storage facilities. Where bulk transfer of product is to and/or from tankers, refer to FDZMHLU2A Load and unload tankers.

Unit Sector

Materials Handling

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|---|
| <p>1. Prepare bulk liquid transfer equipment and process for operation</p> | <p>1.1 Tank locations, product/materials holdings and capacities are identified</p> <p>1.2 Actual to recorded holding levels are confirmed</p> <p>1.3 Condition of tank farm and related equipment is inspected and maintenance requirements are identified and reported according to workplace reporting requirements</p> <p>1.4 Transfer equipment settings and operating parameters are selected to meet safety and transfer requirements</p> <p>1.5 Checks, tests or other materials/product clearance procedures are followed prior to transfer as required by workplace</p> <p>1.6 Priorities for materials transfer are established to match intakes/transfers to storage capacity and production requirements</p> |
| <p>2. Transfer bulk liquid materials</p> | <p>2.1 The transfer process is started and operated according to workplace procedures</p> <p>2.2 The transfer process is monitored to confirm correct location selection, quantities and equipment settings</p> <p>2.3 Bulk liquid materials/product is transferred to the required location/storage facility</p> <p>2.4 Workplace housekeeping standards are maintained</p> <p>2.5 Workplace records are maintained according to workplace recording requirements</p> |
| <p>3. Complete transfer operations</p> | <p>3.1 Valves and related equipment settings are correctly positioned to complete transfer operation</p> <p>3.2 Product/materials are purged from lines</p> <p>3.3 Equipment is cleaned and prepared for further transfer</p> <p>3.4 Information on the transfer operation is recorded according to workplace reporting requirements</p> <p>3.5 Maintenance requirements are identified and reported according to workplace reporting requirements</p> |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Transfer of bulk liquid materials typically involves the use of process control screens and systems
- Typical bulk liquid transfer equipment includes tanks, vessels, pumps, valves, gauges, pipework, screens and filters, and tank dipping and measurement instrumentation
- Where cleaning tanks or silos requires entry to confined spaces, the relevant National Occupational Health and Safety Commission and/or state health and safety authorities assessment criteria and methods prescribed must also be met
- Monitoring the condition of bulk liquid transfer equipment may include visually inspecting to identify leaks or faulty valve operation, and checking operation/accuracy of gauges and related measuring equipment

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information relating to materials transfer requirements
- Select, fit and use personal protective clothing and/or equipment
- Inspect equipment for signs of wear. Examples of typical sensory inspections include visual inspections to detect leaks, listening for unusual noises and or vibrations in pumps and checking gauges and meters
- Use workplace records and systems to confirm tank holdings and capacities and determine appropriate source/destination holding facilities. This typically involves use of computer-based systems. It may also involve verifying by physically inspecting storage facilities and checking materials/product compatibility
- Plan and sequence transfer process to meet storage capacity and production requirements
- Prepare equipment for materials transfer. This may involve confirming that equipment is clean, lines are purged, isolation or lockouts are cancelled as required, any scheduled maintenance has been completed and safety guards/equipment are correctly positioned
- Carry out procedures to confirm liquid bulk product/materials meet quality requirements. This may involve conducting tests or getting clearance documentation from laboratory/quality personnel
- Operate and monitor transfer process to confirm that correct quantities are transferred at the required times, to the required locations. This may include monitoring pump loads and flow rates and filter/strainer condition
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Complete transfer operations. This may include purging lines and selecting appropriate equipment/system settings
- Complete records of product/materials transfer as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control and scheduling systems, screens and panels
- Take and record product/materials samples and conduct tests
- Conduct routine maintenance
- Clean transfer equipment. This may require entry to confined spaces. Where this is the case, appropriate certification requirements must also be met

Knowledge of:

- Bulk liquid materials storage facilities layout and related management systems
- Basic operating principles of the system and equipment used. This includes an understanding of the features of the bulk liquid handling system such as whether it is based on gravity and/or pressurised feed, and related performance aspects. It also includes an understanding of the equipment used which typically includes sensors, valves, pumps, pipework and other related equipment that controls the flow and transfer of bulk liquid materials, equipment operating capacity and the status and purpose of guards
- Planning and scheduling systems and responsibilities to prioritise materials transfer processes. This includes an understanding of the characteristics of materials received and related storage requirements, production requirements and storage capacities
- Signs and symptoms of faulty equipment and early warning signs of potential problems
- Operating parameters and corrective action required where operation is outside specified operating parameters
- OHS hazards and controls. This includes emergency procedures to respond to hazardous situations such as spills
- Product inspection procedures within level of responsibility
- Clearance procedures. This may include relevant test methods and action required if results are not within specification or clearance is not provided
- Contamination risks and controls. This includes an understanding of cross-contamination risks, product compatibility and storage requirements
- Isolation, lock out and tag out procedures and responsibilities
- Environmental issues associated with bulk liquid materials transfer. This includes consequences of spills and appropriate control/containment procedures
- Recording requirements and procedures

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and test procedures
- Routine maintenance procedures
- Cleaning procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Bulk liquid materials transfer system and related equipment
- Bulk liquid materials transfer operating procedures
- Bulk liquid product/materials to be transferred
- Housekeeping standards and procedures
- Sampling and test equipment as required
- Cleaning procedures, materials and equipment as required
- Bulk liquid materials transfer information recording system and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZMHLU2A**Unit Descriptor****Load and unload tankers**

This is a Specialist unit. It covers the skills and knowledge required to prepare, load and unload transport tankers with bulk product. Where product is transferred between storage areas and/or production facilities and does not involve tankers, refer to FDFZMHDT2A Operate a bulk dry goods transfer process and/or FDFZMHLT2A Operate a bulk liquid transfer process.

Unit Sector

Materials Handling

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 1. Prepare transport tankers for loading | <ul style="list-style-type: none"> 1.1 The loading schedule is checked to confirm loading requirements 1.2 Tankers are fit for purpose and meet cleaning requirements 1.3 Transfer equipment is fit for purpose and in operational condition 1.4 Transfer equipment settings and operating parameters are selected to meet safety and loading requirements 1.5 Bulk materials are located to confirm type, quantity available and clearance for loading 1.6 Priorities for loading are established to meet delivery requirements |
| 2. Prepare to unload transport tankers | <ul style="list-style-type: none"> 2.1 Receipts documentation is checked to confirm material type and quantities 2.2 Materials are cleared for unloading 2.3 Bulk storage locations, holdings and capacities are identified 2.4 Actual to recorded holding levels are confirmed 2.5 Transfer equipment is fit for purpose and in operational condition 2.6 Priorities for unloading are established to meet delivery requirements |
| 3. Operate and monitor the tanker loading/unloading process | <ul style="list-style-type: none"> 3.1 The tanker loading process is started and operated according to workplace procedures 3.2 Equipment is monitored to confirm load transfer to correct tanker in correct quantities 3.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 3.4 The workplace meets housekeeping standards 3.5 Workplace records are maintained according to workplace recording requirements |

- | | |
|--------------------------------|--|
| 4. Complete loading operations | 4.1 Equipment settings are selected to complete loading operation |
| | 4.2 In-flight product is purged from lines |
| | 4.3 Equipment is cleaned and prepared for further loading |
| | 4.4 Information on the loading operation is recorded according to workplace reporting requirements |
| | 4.5 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Equipment may include bulk storage facilities/tanks, filters, pumps, manifolds, hoses, pipework, valves, strainers/filters, booms, gauges and meters. Related processes/equipment may include pasteurising units
- Tankers may be heated or unheated; pressurised or unpressurised; single or multi-compartment
- Operation of equipment and processes may require the use of process control panels and systems

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information relating to loading/unloading requirements
- Select, fit and use personal protective clothing and/or equipment
- Inspect loading/unloading equipment for signs of wear. Examples of typical sensory inspections include visual inspections to detect leaks, listening for unusual noises and or vibrations in pumps, and checking gauges and meters
- Confirm that tankers are in a suitable condition for loading. This may include checking cleaning records and confirming that any scheduled maintenance has been carried out. Where product is temperature controlled, it includes confirming capacity of vehicle to meet temperature control requirements
- Check receivals/despatch documentation to confirm material type/s, quantities, transfer requirements
- Confirm that bulk product/materials meet quality requirements for loading/unloading. This may involve conducting tests or getting clearance documentation from laboratory/quality personnel
- Use workplace records and systems to:
 - confirm storage holdings and capacities
 - determine appropriate source/destination for loads
 - This typically involves use of computer-based systems. It may also involve verifying by physically inspecting storage facilities and checking materials/product compatibility
- Plan and sequence loading/unloading to meet delivery, requirements/storage capacity and production requirements as appropriate
- Liaise with drivers to confirm loading requirements
- Prepare transfer equipment for use. This may involve confirming that equipment is clean, lines are purged, isolation or lockouts are cancelled as required, any scheduled maintenance has been completed.
- Operate and monitor the loading/unloading process to confirm that correct quantities are transferred at the required times, to the required locations. This may include monitoring pump loads, flow rates and filter/strainer condition
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Complete transfer operations. This may include purging lines and selecting appropriate equipment/system settings
- Complete records of product/materials transfer as required

- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control and scheduling systems, screens and panels
- Take and record product/materials samples and conduct tests
- Conduct routine maintenance
- Clean transfer equipment. This may require entry to confined spaces. Where this is the case, appropriate certification requirements must also be met

Knowledge of:

- Bulk storage facilities layout and related management systems
- Basic operating principles of the system and equipment used. This includes an understanding of the features of the tanker loading/unloading and materials transfer systems. It also includes an understanding of the equipment used which typically includes sensors, valves, pumps, pipework and other related equipment that controls the flow and transfer of bulk materials, equipment operating capacity and the status and purpose of guards. It also includes an understanding of tanker types and capacities
- Planning and scheduling systems and responsibilities to prioritise loading and unloading processes. This includes an understanding of the characteristics of materials received and related storage requirements, production requirements and storage capacities
- Signs and symptoms of faulty equipment and early warning signs of potential problems
- Operating parameters and corrective action required where operation is outside specified operating parameters
- Product inspection and procedures within level of responsibility
- Clearance procedures. This may include relevant test methods and action required if results are not within specification or clearance is not provided
- OHS hazards and controls. This includes emergency procedures to respond to hazardous situations such as spills
- Contamination risks and controls. This includes an understanding of cross-contamination risks, product compatibility and storage requirements
- Isolation, lock out and tag out procedures and responsibilities
- Environmental issues associated with bulk liquid materials transfer. This includes consequences of spills and appropriate control/containment procedures
- Recording requirements and procedures. This may include an understanding of related receipts and despatch documentation

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and test procedures
- Routine maintenance procedures
- Pressurisation process and related equipment procedures
- Cleaning procedures

Relationship with other standards**Pre-requisite units**

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCIP2A Clean equipment in place
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters and tanker types and capacities
- Loading/unloading schedules and related receipts and/or despatch documentation
- Tankers, storage facilities, materials transfer equipment and related equipment and services
- Materials for loading/unloading
- Sampling and test equipment as required
- Cleaning procedures, materials and equipment as required
- Loading/unloading information recording system and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZMHH1A**Unit Descriptor****Carry out manual handling tasks**

This is a Specialist unit. It covers the skills and knowledge required to participate in workplace processes to identify manual handling requirements of a work function, identify manual handling risks, assess level of risk and apply appropriate risk elimination or control measures. This may include the use of related equipment such as trolleys, pallet jacks and other manual handling aids.

This unit is designed to support existing workplace programs to manage OHS hazards by enabling employees to contribute to risk assessment and control.

Unit Sector

Materials Handling

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--|--|
| 1. Participate in processes to identify and assess manual handling | 1.1 Manual handling components of a work function are identified
1.2 Manual handling risks are identified and reported in accordance with hazard and incident reporting procedures
1.3 Risks to self and others of manual handling are assessed within level of responsibility |
| 2. Contribute to manual handling risk minimisation | 2.1 Equipment is available and in a fit state for use
2.2 Clothing and footwear, including personal protective clothing, does not contribute to manual handling risk |
| 3. Plan and conduct manual handling | 3.1 Sources of risk are identified
3.2 Workplace layout and environment is modified within area of control to minimise manual handling risk
3.3 Work tasks are modified within area of control to minimise the risk of injury
3.4 Manual handling aids are used according to workplace instructions
3.5 Movement and postures used minimise the risk of injury within the limits of the work environment and the demands of the task |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, legislation, regulations and industrial awards and agreements
- Workplace information may include Standard Operating Procedures (SOPs), OHS procedures, equipment manufacturers' advice, Material Safety Data Sheets (MSDS), Codes of Practice and related advice
- Equipment may include but is not limited to trolleys, pallet jacks, conveyors, and vacuum lifters, and other mechanical handling and lifting aids and equipment
- Task specific training is provided as appropriate
- Contributions to manual handling risk minimisation including reporting equipment requiring maintenance, especially wheeled equipment or other equipment where friction may increase force requirements
- Changes to workplace layout and environment within area of control may include but not be limited to changes in location of load such as use of bench to not lift from floor; arrangement of items to eliminate above shoulder handling; placement of trolley; using sit stand stools; using task lighting; and using a footrest
- Task modifications within area of control may include but are not limited to changes to frequency, duration, number of objects handled, route selected, seeking assistance as appropriate, housekeeping to minimise obstacles
- Assessment of risks and evaluation of control options according to the hierarchy of control is carried out in consultation with others as required by workplace arrangements and regulatory requirements for risk assessment and control

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information relating to use of equipment and other task requirements
- Identify any manual handling requirements of the work function and specifically any manual handling risks
- Report manual handling risks using appropriate hazard and incident reporting procedures
- For each manual handling risk, identify:
 - risks to self and others
 - any existing arrangements to control risks
- Identify scope of responsibility to eliminate or control level of risk. For hazards outside scope of responsibility, identify and use the appropriate reporting and consultation arrangements to address hazards
- Participate in consultative processes to evaluate options for removing or controlling manual handling risks. This requires applying hierarchy of control
- Select appropriate equipment and techniques to suit manual handling task within workplace procedures
- Inspect manual handling-related equipment/aids/tools to confirm fitness for use. This includes identifying and correcting and/or reporting signs of wear and tear
- Follow procedures to complete manual handling tasks to maintain safety of self and others
- Knowledge of:
 - Different types of manual handling activities. These include lifting, reaching, pushing, pulling, holding, restraining, throwing and carrying
 - Types of injuries that can result from manual handling
 - Aspects of manual handling that may be risks (hazard identification). This may include:
 - repetitive or sustained application of force
 - repetitive or sustained awkward posture
 - repetitive or sustained movement
 - application of high force
 - manual handling of live animals (related to handling of poultry)
 - manual handling of unstable or unbalanced loads such as liquids
- Workplace procedures and responsibilities for identifying and reporting manual handling hazards
- Factors to be considered when assessing manual handling risks relevant to work role. Refer to workplace risk assessment sheets and Code of Practice advice where available. Factors include:
 - postures
 - movements
 - force required
 - duration and frequency of manual handling activity
 - environmental conditions such as hot and cold work

environments

- Procedures and responsibilities for conducting risk assessments of manual handling tasks
- Typical options for eliminating or controlling manual handling risks associated with work functions. This requires application of principles of hierarchy of control and an understanding of the advantages and disadvantages of different options
- Types of equipment and/or techniques used to eliminate or reduce manual handling risks in the workplace. This includes an understanding of when and how to use each type of technique/equipment relevant to manual handling tasks in work role
- Level of authority to address OHS issues related to manual handling and related workplace arrangements for managing safety issues
- Sources of advice on manual handling relevant to work function
- Equipment available to assist manual handling, related inspections required to identify faulty equipment and related reporting procedures
- Movement and postures that increase the risk of injury, and movements and postures to minimise the force in the body as applied to specific tasks in the workplace

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role.

Resources required for assessment

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

- Work procedures including advice on manual handling requirements and safe work practices
- Workplace documentation and related advice such as Codes of Practice to support OHS arrangements for hazard identification, risks assessment and control
- Materials and related equipment as appropriate for manual handling
- Information on equipment capacity and operating procedures where relevant
- Reporting and monitoring systems

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZMHTS2A

Unit Descriptor

Work with temperature controlled stock

This is a Specialist unit. It covers the skills and knowledge required to store and retrieve temperature controlled stock from appropriate storage facilities. Where work is undertaken in a freezer storage environment, also consider FDFZMHFS2A Work in a freezer storage area.

Unit Sector

Materials Handling

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Store stock to meet temperature control requirements | 1.1 Goods requiring temperature control are identified
1.2 Goods are located in correct storage areas to meet storage temperature, stores handling and stock rotation requirements
1.3 Stores information is recorded according to workplace requirements |
| 2. Monitor and maintain temperature of stock within specifications | 2.1 Stock temperature is monitored to confirm temperature is within specified limits
2.2 Storage areas are monitored to confirm temperature is within storage zone limits
2.3 Residence time in temperature controlled stores is monitored to meet stock control requirements
2.4 Out of specification storage temperatures are identified and corrective action is taken |
| 3. Transfer temperature controlled stock | 3.1 Goods are handled and transferred to maintain temperature control and meet stock rotation requirements
3.2 Stores transfer information is recorded according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Temperature controlled stock may include stock to be stored at a constant temperature and at different temperatures for given durations
- Temperature controlled storage facilities include any controlled temperature environment

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to determine product handling and storage requirements
- Identify storage requirements including temperature limits, minimum duration at given temperatures, and segregation and co-storage requirements
- Identify temperature controlled storage facilities and temperature zones available
- Select, fit and use personal protective clothing and/or equipment
- Use materials handling equipment in a temperature controlled environment as required to undertake work functions
- Follow procedures to measure temperature of product. This can include use of instrumentation as required to take core and surface temperatures
- Read instrumentation, such as temperature gauges, to monitor stores and zone temperatures
- Identify and report out-of-standard temperatures in product and storage facilities
- Take corrective action in response to out-of-specification temperatures including implementation of procedures to segregate damaged or potentially unsafe product
- Complete records of stock receipt and transfer as required
- Maintain work area to meet housekeeping standards

Knowledge of:

- OHS hazards and controls. This includes the purpose and limitations of protective clothing and equipment
- Temperature controlled storage facilities and capacities available in the work area. This may include understanding of temperature zones within a single store and concepts such as the Cold Chain compliance as relevant to work requirements
- Temperature control requirements of stock handled in the work area. This includes understanding of acceptable temperature ranges and consequences of failing to meet these ranges. It may also include requirements for gradual temperature change
- Stock handling procedures for receiving and locating stock within a store including stock rotation and procedures for identifying, segregating, and disposing of damaged or potentially unsafe stock
- Stock handling procedures for transferring temperature controlled stock from a temperature controlled environment. This includes awareness of maximum duration stock can be held outside a controlled environment
- Food safety and quality consequences of stock temperature control requirements not being met
- Monitoring procedures and instrumentation. This includes use of thermometers or other temperature measuring instrumentation
- Notification, recording and reporting requirements
- Operating procedures for goods handling equipment as required
- Housekeeping requirements for work area
- Recording requirements and procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZMHFS2A Work in a freezer storage area
- TDTD297B Shift a load using manually-operated equipment
- TDTD1097B Operate a forklift
- TDTK197B Use infotechnology devices and computer applications in the workplace
- TDTA1497B Use product knowledge to complete work operations

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Temperature storage specifications
- Stock handling and rotation systems
- Controlled temperature storage facilities
- Stock requiring storage
- Load shifting equipment as required
- Stock information recording system and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTCRM2A**Conduct routine maintenance****Unit Descriptor**

This is an Optional unit. It covers the skills and knowledge required to inspect equipment and carry out routine maintenance and/or adjustment using a limited range of hand tools.

Unit Sector

Optional

ELEMENT**PERFORMANCE CRITERIA**

1. Conduct routine inspection of plant and equipment	1.1 Equipment is inspected to identify signs of wear 1.2 Nature of maintenance requirement is assessed
2. Prepare to conduct routine maintenance	2.1 Maintenance task is assessed to determine tools and services required 2.2 Equipment is prepared for maintenance 2.3 Hand tools are selected according to task requirements 2.4 Tools are checked before use and unsafe and/or faulty items are reported within standard procedures 2.5 Maintenance is planned and scheduled in consultation with affected work areas to minimise disruption to production
3. Carry out routine maintenance	3.1 Routine maintenance on equipment is carried out according to workplace procedures 3.2 Maintenance activities are reported according to workplace reporting requirements
4. Complete maintenance tasks	4.1 Equipment is returned to operating order 4.2 Tools and materials are stored according to workplace procedure 4.3 Relevant personnel are notified of maintenance completion 4.4 Housekeeping standards are maintained

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Routine maintenance is carried out according to company policies and procedures, licensing requirements, legislative requirements and industrial awards and agreements
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production log books, routine maintenance schedules, manufacturers' advice and condition monitoring information
- When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Food Standards Code and reference to food safety is replaced by GMP
- Typical routine maintenance tasks will depend on the workplace and may include replacement of consumable components such as O-rings, hoses, filters and other 'bolt-on/bolt-off' equipment parts; lubrication of equipment and maintenance of fluid levels; simple adjustment, alignment or attachment of equipment components, parts, guides and sensors; clearing blocked nozzles such as glue nozzles; positioning/attaching equipment components; and carrying out basic maintenance on video inkjet machines
- Tools and materials depend on the maintenance function and may include a limited range of hand tools such as spanners and screwdrivers, grease guns, Allen keys and measuring and alignment equipment. Materials may include lubricants and consumables for video inkjet printers
- Inspections of equipment may be carried out informally or as part of a structured program associated with proactive maintenance

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information such as the equipment history, faults or difficulties
- Select, fit and use personal protective clothing and/or equipment
- Inspect equipment for signs of wear. Examples of typical sensory inspections include visual inspections to detect leaks, listening for unusual noises and or vibrations
- Identify and describe maintenance requirements. This includes the ability to assess the urgency of the maintenance issue, recognise common types of maintenance requirements and run basic checks according to workplace procedures to confirm the need for and type of maintenance support required
- Take action to address maintenance requirements. This may include carrying out routine maintenance within level of skill and responsibility and/or reporting outstanding maintenance to appropriate personnel using the required forms or request system
- Plan and schedule maintenance within level of responsibility. This may involve consulting affected personnel and/or work areas on timing and notifying of maintenance progress
- Prepare equipment and work area for routine maintenance. This includes cleaning equipment prior to carrying out maintenance and confirming that equipment is safe to work on. This includes simple isolation or tag out of equipment as required by workplace procedure
- Select and use hand tools as required to carry out maintenance task
- Select relevant parts and materials as required to carry out maintenance task
- Carry out routine maintenance tasks according to workplace procedures
- On completion of maintenance tasks, return equipment to operational order. This includes confirming that all equipment parts, nuts and bolts are accounted for and correctly tightened. It may include cleaning and sanitizing equipment
- Store tools in designated location. This may include basic tool maintenance such as oiling
- Complete records of maintenance as required
- Maintain work area to meet housekeeping standards

Knowledge of:

- System in place to manage maintenance of plant and equipment in the workplace. This includes an understanding of programs such as and responsive, preventative and proactive maintenance as appropriate
- Responsibilities for participating in the maintenance program. This includes scope of operator responsibilities, roles of others involved in plant and equipment maintenance and procedures for raising maintenance orders where requirements are outside operator role
- Basic operating principles of equipment to be maintained
- Signs and symptoms of faulty equipment and early warning signs of potential problems
- Basic checks used to confirm the nature of maintenance requirements. This includes distinguishing between mechanical and electrical faults and identifying probable causes or conditions that may increase maintenance requirements of equipment used
- Procedure for issuing, maintaining and storing tools used
- Safe use of hand tools and measuring instrumentation relevant to maintenance responsibilities
- Lubrication requirements. This includes requirements to use food grade lubricants as required and consequences of using incorrect type or amount of lubricants
- Safe work procedures including appropriate signage of maintenance activities as required, use of appropriate personal protective clothing and equipment and awareness of safety hazards and controls relating to maintenance tasks
- Methods used to render equipment safe to work on or clean including lock-out, tag-out and isolation procedures. In some cases this may involve liaising with other maintenance operators
- Procedures and inspections to be carried out to confirm that equipment is in operating order and all parts are accounted for
- Food safety risks arising from poor personal hygiene, cleaning and housekeeping practices and procedures associated with routine maintenance
- Maintenance planning, scheduling and recording procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role.

Resources required for assessment

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

- Personal protective clothing and equipment
- Tools, equipment and supplies used in minor routine preventative maintenance
- Routine maintenance and lubrication schedules and procedures
- Equipment to be maintained
- Housekeeping standards and procedures
- Maintenance information recording system and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTENV1A Follow work procedures to maintain environmental standards

Unit Descriptor

This is an Optional unit. It covers the skills and knowledge required to implement environmental policies, procedures and responsibilities in the workplace.

This unit is based on and equivalent to BSBCMN109A Follow environmental work practices.

Unit Sector

Optional

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|---|
| 1. Follow work procedures | 1.1 Work procedures are followed to meet environmental management requirements
1.2 Measures used to control environmental risks relating to own work are followed
1.3 Sources of waste relating to own work are identified
1.4 Measures used to minimise, handle and dispose of waste are followed |
| 2. Identify, control and report unacceptable performance | 2.1 Immediate work area is routinely checked to ensure compliance with environmental requirements
2.2 Hazards or situations that could result in unacceptable environmental outcomes are identified and corrective action is taken
2.3 Poor environmental practices relating to own work and environmental risks identified are reported to appropriate personnel according to workplace procedures |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company policies and procedures, regulatory and licensing requirements, legislative requirements, site licences and industrial awards and agreements
- Workplace information may include Standard Operating Procedures (SOPs), advice on environmental parameters, specifications, production schedules, Materials Safety Data Sheets (MSDSs), standard forms and written or verbal instructions
- When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Food Standards Code and reference to food safety is replaced by GMP
- Procedures are available to outline appropriate response to environmental incidents and accidents
- At this level identification and control of environmental hazards relates to own work. Corrective action typically involves recognising any event which occurs as part of the work process and presents an unacceptable environmental risk or outcome, and reporting to the appropriate person in the work area
- An environmental hazard is any activity, product or service which has the potential to affect the environment. This may also be referred to as an environmental aspect
- An environmental risk is the likelihood that the hazard can cause harm to the environment
- A control measure is a method or procedure used to prevent or minimise environmental risks
- Responsibility for identifying and controlling environmental risks relate to immediate work responsibilities

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access and apply workplace information on environmental policies and procedures relating to own work
- Fit and use appropriate personal protective clothing and equipment
- Check own work area to identify environmental hazards
- Recognise and report hazards according to workplace procedure. This includes following workplace procedures to report to the appropriate personnel, in required detail and in a timely manner
- Follow work procedures to control or minimise environmental risk. This may include demonstrating use of hazard control equipment according to work role requirements
- Identify waste generated by work and related cleaning activities
- Follow procedures to collect, deposit, recycle and/or dispose of waste in own work area
- Maintain housekeeping standards in work area

Knowledge of:

- Workplace approach to managing environmental issues. This may include awareness of relevant work procedures, personnel responsible for environmental issues and consultative arrangements for reporting and improving environmental practices
- Responsibilities of self and employer to manage environmental issues on site. This includes an awareness of the purpose and impact on day-to-day work responsibilities of any licences or agreements in place relating to environmental performance
- Sources of advice on environmental issues in the workplace
- Environmental hazards and risks associated with the work carried out. Examples may include water pollution, air pollution, noise, waste handling, emergencies such as spills, and hazardous chemicals or waste
- Work procedures as they relate to environmental responsibilities. This includes use of appropriate personal protective clothing and equipment as required
- Procedures used to prevent or minimise environmental risks associated with own work. Where this requires use of hazard control equipment, this includes understanding purpose, capacity and limitations of equipment, location and storage requirements and safe handling and equipment use
- Environmental resources used to carry out work activities and options for improving resource utilisation within scope of responsibilities
- Procedures used to handle and dispose of waste according to workplace requirements. This includes an awareness of the need to separate solid and liquid waste, and remove waste in solid form rather than hosing down drains
- The difference between trade waste and storm water drains
- Consequences of inappropriate waste handling and disposal
- Procedures for responding to unplanned incidents such as spills, leaks and emissions as relevant to the work area
- Responsible use of resources in own work area
- Reporting procedures in order to report information to appropriate personnel in a timely manner
- Options for raising issues/suggestions

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role.

Resources required for assessment

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

- Environmental policies and procedures
- Work procedures, including environmental operating requirements and risk control methods
- Work process and related services/resources
- Waste collection, treatment, recycling and/or disposal methods
- Procedures for responding to unplanned events and accidents. This includes emergency response program and procedures
- Equipment that the operator may need to use in order to control an environmental hazard, for example spill kits
- Monitoring and reporting system

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTENV2A Implement environmental policies and procedures

Unit Descriptor

This is an Optional unit. It covers the skills and knowledge required to implement environmental policies and procedures when carrying out work responsibilities.

This unit is based on BSBCMN215A Participate in environmental work practices.

Unit Sector

Optional

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|---|
| 1. Conduct work in accordance with environmental policies and procedures | <ul style="list-style-type: none"> 1.1 Immediate work area is routinely checked to ensure compliance with environmental requirements 1.2 Hazards and unacceptable performance are identified, removed and/or reported to appropriate personnel according to workplace procedures 1.3 Workplace procedures and work instructions are followed 1.4 Where control requirements are not met, incidents are promptly reported and corrective action is taken 1.5 Measures used to minimise and handle waste are followed 1.6 Environmental data is recorded in required format according to workplace reporting requirements |
| 2. Participate in improving environmental practices at work | <ul style="list-style-type: none"> 2.1 Processes or conditions which could result in an unacceptable environmental outcome are identified and reported according to workplace reporting requirements 2.2 Corrective action is taken in accordance with the environmental management and emergency response plans as required 2.3 Contributions are made to participative arrangements for managing environmental issues in the workplace within workplace procedures and level of responsibility |
| 3. Respond to an environmental emergency | <ul style="list-style-type: none"> 3.1 Emergency situations are identified and reported according to workplace reporting requirements 3.2 Emergency procedures are followed as appropriate to the nature of the emergency and according to workplace procedures |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company policies and procedures, regulatory and licensing requirements, legislative requirements, site licences and industrial awards and agreements. When applied to the pharmaceutical industry, relevant GMP codes apply and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, signs and symbols, Materials Safety Data Sheets (MSDSs), manufacturers' advice, standard forms and reports
- Procedures are available that outline appropriate response to environmental incidents, accidents and emergencies
- At this level identification and control of environmental hazards relates to own work. Corrective action typically involves recognising any event which occurs as part of the work process and presents an unacceptable environmental risk or outcome, taking corrective action within level of responsibility, and/or reporting to the appropriate person in the work area
- Work responsibilities may involve handling of hazardous waste
- An environmental hazard is any activity, product or service which has the potential to affect the environment. This may also be referred to as an environmental aspect
- An environmental risk is the likelihood that the hazard can cause harm to the environment
- A control measure is a method or procedure used to prevent or minimise environmental risks
- Responsibility for identifying and controlling environmental risks relates to immediate work responsibilities
- Participating in improvement may involve participation in structured improvement programs, one-off projects and day-to-day problem solving and consultative groups

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access and apply workplace information on environmental policies and procedures relating to own work
- Fit and use appropriate personal protective clothing and equipment
- Check own work area to identify environmental hazards
- Report hazards according to workplace procedure in a clear and timely manner
- Follow work procedures to control or minimise environmental risk. This may include monitoring parameters set for environmental aspects such as airborne particulates, noise, and water quality. It may also include demonstrating use of emergency equipment according to work role requirements
- Record environmental information as required by the environmental management program
- Participate in processes to raise issues and suggestions to improve environmental issues management. This requires appropriate communication skills to structure and present information and interact with others
- Follow procedures to collect, deposit, recycle and/or dispose of waste in own work area
- Follow procedures to respond to environmental emergencies such as spills and emissions. This may include following procedures to alert the appropriate emergency services
- Maintain housekeeping standards in work area

Knowledge of:

- Workplace approach to managing environmental issues. This includes awareness of relevant work procedures, personnel responsible for environmental issues, consultative arrangements for reporting and improving environmental practices and may include an understanding of the role of internal and external auditors as appropriate
- Responsibilities of self and employer to manage environmental issues on site. This includes an awareness of any licences or agreements in place with resource management authorities and the purpose of these arrangements
- Sources of advice on environmental issues in the workplace
- Environmental hazards and risks associated with the work carried out. Examples may include water pollution, air pollution, noise, waste handling, emergencies such as spills, and hazardous chemicals or waste
- Work procedures as they relate to environmental responsibilities. This includes use of appropriate personal protective clothing and equipment as required
- Procedures used to prevent or control environmental risks associated with own work. Where this requires use of emergency equipment, this includes understanding the purpose, capacity and limitations of equipment, location and storage requirements and safe handling and equipment use
- Basic concepts of hazard identification, risk assessment and control options. This includes an understanding of the hierarchy of hazard control
- Workplace procedures for identifying and responding to hazards, investigating incidents and improving environmental management and resource utilisation
- Impact of work practices on resource utilisation and wastage
- Procedures used to handle and dispose of waste according to workplace requirements. This includes an awareness of the need to separate solid and liquid waste, and remove waste in solid form rather than hosing down drains. It may also include an understanding of handling requirements for hazardous waste
- The difference between trade waste and storm water drains
- Consequences of inappropriate waste handling and disposal
- Procedures for responding to unplanned incidents such as spills and leaks as relevant to the work area
- Emergency response system and procedures
- Responsible use of resources in own work area
- Reporting procedures and responsibilities
- Consultative processes in the workplace for raising issues/suggestions on environmental issues

Relationship with other standards**Pre-requisite units**

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional unit may be relevant:

- SUGPWWT2A Operate a waste water treatment system

Resources required for assessment

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

- Environmental policies and procedures
- Work procedures, including environmental operating requirements and risk control methods
- Work process and related services/resources
- Waste collection, treatment, recycling and/or disposal methods
- Procedures for responding to unplanned events and accidents. This includes emergency response program and procedures
- Equipment that the operator may need to use in order to control an environmental hazard, for example spill kits
- Monitoring and reporting system

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTENV3A Monitor the implementation of environmental management policies

Unit Descriptor

This is an Optional unit. It covers the skills and knowledge required to provide a leadership role in supporting day-to-day implementation of environmental management policies and procedures in a work area. This unit applies to those with formal responsibility for others and to those required to model workplace policies and procedures but who have no formal management role.

This unit is based on and equivalent to BSBCMN313A Maintain environmental procedures.

Unit Sector

Optional

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|---|
| 1. Ensure others in the work area are able to implement environmental work practices | 1.1 Hazard control and personal protective clothing and equipment appropriate to work requirements are available and functional
1.2 Information on environmental policies, procedures and programs is current, accessible and communicated to others in the work area
1.3 Information about identified hazards and the outcomes of risk assessment and risk control procedures is accessible and communicated to others in the work area
1.4 Environmental hazards and control measures relating to work responsibilities can be identified by those in the work area
1.5 Mentoring and coaching support is available to support individuals/groups to implement procedures to support environmental management
1.6 Training needs are identified and addressed within level of responsibility |
| 2. Monitor observance of work procedures | 2.1 Work procedures in the work area are clearly defined, documented and followed
2.2 Deviation from identified procedures is identified, reported and addressed within level of responsibility
2.3 Personal behaviour is consistent with workplace policies and procedures
2.4 Environmental hazards in the work area are identified, measured and reported according to workplace procedure
2.5 Environmental information is recorded to meet workplace reporting requirements
2.6 Housekeeping standards in the work area are maintained |
| 3. Implement emergency procedures to respond to hazardous events | 3.1 Workplace procedures for dealing with hazardous events are promptly implemented as required
3.2 Hazardous events are investigated to identify cause
3.3 Control measures to prevent recurrence and minimise risks of hazardous events are implemented |

- 4. Maintain and improve environmental management in the work area
 - 4.1 Potential hazards are identified, assessed, removed or and/reported within level of responsibility and according to workplace procedure
 - 4.2 Risk assessments are conducted and appropriate control measures are identified and implemented according to workplace risk management procedures
 - 4.3 Recommendations arising from risk assessments are implemented within level of responsibility
 - 4.4 Inadequacies in control measures are identified and reported according to workplace reporting requirements
 - 4.5 The work group is consulted and advised of environmental matters relevant to work role
 - 4.6 Matters raised relating to environmental issues are promptly resolved or referred to the appropriate personnel
 - 4.7 Opportunities for improving environmental performance are identified and raised with relevant personnel
 - 4.8 Procedures are developed or revised to support effective control of environmental hazards
 - 4.9 Environmental management information is recorded according to workplace reporting requirements

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company procedures, regulatory and licensing requirements, legislative requirements, site licences, and industrial awards and agreements. This includes agreements or licences issued by resource management authorities
- Company procedures may include job-related SOPs and environmental-specific procedures. Examples of environmental procedures include emergency response, response to specific hazards, incident investigation, risk assessment and reporting arrangements
- When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Food Standards Code and reference to food safety is replaced by GMP
- Work responsibilities include responsibility for modelling appropriate environmental policies and procedures and may include formal or informal responsibility for providing a support role to others in the work area
- Where measures for controlling environmental hazards involve work conditions covered by National Occupational Health and Safety Commission and/or state health and safety authorities, the assessment criteria and methods prescribed by these authorities must also be met
- Environmental management concepts include controlling environmental hazards and risks and responsible resource management
- An environmental hazard is any activity, product or service which has the potential to affect the environment. This may also be referred to as an environmental aspect
- An environmental risk is the likelihood that the hazard can cause harm to the environment
- A control measure is a method or procedure used to prevent or minimise environmental risks
- Consultation would typically involve discussing issues, considering and responding to feedback on issues including but not limited to identification of hazards, assessment of risk level, hazard control options, investigation of non-conformance, development and/or review of work procedures to support environmental management
- The operator at this level may not have direct responsibility for overseeing the training/development of team members. At a minimum they must be able to identify development needs of others in the work area and refer this information to the relevant personnel
- The operator at this level may not have responsibility for independently assessing risks and determining the effectiveness of control measures. However, they would be expected to observe day-to-day effectiveness and

- participate in assessment and review processes
- Responsibilities at this level may include facilitating consultation processes within level of responsibility
 - Record keeping complies with legal and environmental management program requirements

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Communicate information about environmental management and related procedures to others in the work area. This requires demonstration of two-way communication including active listening and constructive response to feedback
- Provide access to and maintain current environmental management information in the work area. This typically includes Standard Operating Procedures and/or environmental procedures
- Model work policies and procedures to support environmental management in own work
- Identify environmental hazards and controls relevant to work processes and practices in the work area
- Monitor responsible resource utilisation in the work area, consistent with company policies
- Support others to follow environmental management procedures. This involves ensuring that all personnel in the work area receive the information and training required, that they have met the necessary competency/regulatory and licensing requirements to carry out their work responsibilities, that the appropriate risk control strategies and equipment are in place, and they are equipped with the relevant personal protective clothing and equipment. This may apply to both company employees and subcontractors
- Identify, report and/or address environmental management training and development needs of others in the work area
- Ensure that work and waste collection, treatment, recycling or disposal is conducted to meet environmental obligations
- Ensure that appropriate and timely action is taken in response to emergencies
- Participate in investigations of non-compliance and risk assessment processes
- Participate in consultation processes to improve environmental management in the workplace
- Respond to environmental hazard identification and hazardous incidents in an appropriate and timely way
- Review practice and procedures to implement recommendations arising from risk assessments and/or improvement proposals within level of responsibility
- Ensure that housekeeping standards are maintained and that equipment is safe to operate
- Ensure that environmental records and documentation is accurate, complete and timely

May include ability to:

- Facilitate consultation processes
- Lead incident investigations

Knowledge of:

- Workplace approach to managing environmental issues. This includes awareness of the relationship between environmental management and related policies; the role of operating and environmental procedures; hazard and incident reporting; and investigation processes; training arrangements; structure and role of consultative processes; sources of information on environmental issues; personnel responsible for environmental issues; and may include the role of internal and external auditors as appropriate
- Responsibilities of self and employer to manage environmental issues on site. This includes company and personal duty of care
- Legal responsibilities. This includes awareness of any licences or agreements in place with resource management authorities and the purpose of these arrangements
- Principles of environmental management including conservation of energy and resources, and control of environmental hazards and risks
- Principles of risk management including hazard identification, risk assessment and risk control according to hierarchy of control
- Environmental hazards and control methods associated with work activities and those specifically used in the work area. This includes an awareness of relevant technical advice and support
- Safety hazards related to environmental management procedures
- Work activities that support environmental management including any covered by special training requirements
- Consultation mechanisms and responsibilities
- Appropriate communication skills and techniques to convey information on environmental issues to others in the workplace
- Emergency response system, procedures and personnel
- Auditing arrangements, roles and responsibilities as they relate to own work responsibilities and the environmental management program. This may include an understanding of internal and external audit processes
- Documentation system and procedures. This includes record keeping to meet both company and legal requirements, procedures for developing and/or reviewing workplace procedures and document control systems used in the workplace

May include knowledge of:

- Facilitation and consultation techniques

Relationship with other standards**Pre-requisite units**

There are no pre-requisites for this unit.

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFOPTTG3A Lead work teams and groups
- PMBOHS204B Apply emergency/incident procedures
- FDFOPTPIP3A Participate in improvement processes
- BSBCM405A Analyse and present research information

Resources required for assessment

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

- Environmental legislation and relevant site agreements
- Environmental policies and procedures
- Work procedures, including environmental operating requirements and risk control methods
- Work area or tasks in which environmental policies and procedures are to be monitored
- Site plans including relevant advice on drainage system and power sources
- Standard operating procedures and related advice on specific environmental procedures
- Advice on environmental hazards and control procedures relevant work area
- Personal protective clothing and equipment as required
- Emergency and/or evacuation procedures for the potential range of hazards
- Consultative forums relating to environmental issues
- Storage areas for hazardous goods as required
- Waste collection, treatment, recycling and/or disposal methods
- Environmental reporting systems and requirements

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTFST2A

Maintain food safety when loading, unloading and transporting food

Unit Descriptor

This is an Optional unit. It covers the skills and knowledge required to load and transport temperature-sensitive ingredients and products. This unit describes the food safety aspects of loading and transporting food where the transport operator does not have direct physical contact with food. Where food is directly handled by the transport operator, the relevant food handling unit also applies.

This unit does not address competencies related to vehicle inspection and operation.

This unit is based on and equivalent to the guideline food safety unit GFSTFA Transport food.

Unit Sector

Optional

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1. Prepare to transport food | 1.1 Food storage vehicles and containers/receptacles are appropriate for use
1.2 Food storage vehicles and containers/receptacles are prepared for use
1.3 Food is loaded and secured as required to meet transportation and temperature control requirements
1.4 Hand washing and disinfecting procedures are followed to meet workplace requirements |
| 2. Load, unload and transport food safely | 2.1 Food safety control measures are monitored to ensure that food safety is maintained during transport
2.2 Where food safety control requirements are not met, the incident is promptly reported and corrective action is taken
2.3 Food is unloaded as required according to transportation and temperature control requirements
2.4 Food safety information is recorded to meet workplace requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, licensing requirements, legislative requirements and industrial awards and agreements. When applied to the pharmaceutical industry, relevant GMP codes apply and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), food safety program, product handling specifications, transport schedules and instructions, transport vehicle manufacturers' advice, standard forms and reports
- Transport vehicles are appropriate for the transportation of food and capable of maintaining the required environment for the food type transported
- Food safety controls refer to the methods used to control food safety hazards. Control methods, requirements and record keeping are specified in workplace food safety procedures which typically form part of a workplace food safety program
- Safe food transport parameters depend on the type of food transported. Industry guidelines and codes such as Cold Chain guidelines should be used as a basis for setting these parameters where available
- Confirming readiness for use of food transport vehicle and containers/receptacles can include confirming that the vehicle is in good operating order and that containers/receptacles used to store food meet the relevant cleaning and sanitation requirements. It may also include bringing the food handling area and storage container/receptacle to within the required temperature range before loading/unloading and confirming that equipment required to maintain temperature is operational
- A food safety incident is a situation where the safe limits or parameters identified by the food safety program are not met

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to determine food handling and transport requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm that the vehicle and associated equipment are appropriate and ready for use. This includes confirming that vehicle type is capable of maintaining the required temperature range for product
- Prepare transport containers. This will vary depending on the type of food and transport method. It typically involves checking cleaning records and may include confirming product compatibility to ascertain that appropriate level of cleaning has occurred
- Prepare the storage/holding environment as required. This includes confirming that temperature parameters for the loading and unloading areas are met
- Follow procedures to load/unload food to ensure that materials/product is loaded/unloaded in correct sequence and configuration and that food cannot become contaminated by being located in proximity to other food or non-food items that can cause contamination (osmosis)
- Monitor temperature parameters and related food safety control points before, during and after transporting food and record information in the required format
- Take appropriate corrective action in response to failure to meet temperature parameters or other food safety requirements as required by workplace procedures

May include ability to:

- Clean and sanitize food containers

Knowledge of:

- Food safety control points in the loading/unloading and transportation of food materials and product and related methods of control
- Characteristics of food transported and related transport environment requirements
- Micro biological, physical and chemical hazards that can occur when loading, transporting and unloading food, appropriate to nature and method of food transported. This includes the types of hazards likely to occur, the conditions under which they occur, and possible consequences
- Methods and procedures used to control food safety hazards. This depends on the type of controls and equipment used. It includes an understanding of the purpose and operation of equipment, procedures in place to maintain food safety and workplace records such as temperature control charts and cleaning and sanitation records
- Procedures used to confirm that transportation and related food safety equipment is appropriate for use and operational. This may include an understanding of equipment capacity to maintain a given temperature environment appropriate to the food product

May include knowledge of:

- Cleaning and sanitation requirements for food containers
- Where contamination by osmosis is a possibility, the potential for cross-contamination resulting from location in proximity to other food or non-food items that are transported

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role.

Resources required for assessment

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

- Loading/unloading and transport advice/schedules
- Food safety information. This may be included in a food safety plan and/or integrated into work procedures
- Work procedures relevant to loading/unloading and transportation. This includes advice on required temperature parameters to be maintained
- Workplace information such as temperature charts and cleaning records as appropriate
- Food materials and product to be loaded/unloaded and transported
- Documentation and recording requirements and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTHCP3A

Participate in a HACCP team

Unit Descriptor

This is an Optional unit. It covers the skills and knowledge required to participate in the development and/or review of a HACCP-based food safety program under direction. It is appropriate where the operator requires a detailed understanding of the steps and techniques used to develop and review a HACCP-based food safety program.

This unit is based on and achieves part of the guideline food safety unit GFSDFSPA Develop food safety programs.

Prerequisite Unit(s)

FDFCORFSY2A Implement the food safety program and procedures

Unit Sector

Optional

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Prepare to develop and/or review a food safety program | 1.1 Roles and responsibilities for participating in, developing or reviewing a food safety program are identified
1.2 The scope of the food safety program is identified |
| 2. Identify and/or review food safety hazards | 2.1 Processes to be covered by the food safety program are identified and steps within each process are described
2.2 Food safety hazards that are reasonably expected to occur are identified for each process
2.3 Handling methods, processing techniques and existing support programs used in the workplace are identified |
| 3. Establish and/or review methods to monitor and control food safety hazards | 3.1 Acceptable methods of control are established for each food safety hazard that is reasonably expected to occur
3.2 Control methods are validated
3.3 Procedures for taking preventative action are established
3.4 Appropriate methods for monitoring that processes remain within control are established
3.5 Required corrective action to respond to situations where hazards are not effectively controlled is established |
| 4. Establish and/or review food safety documentation, communication and recording systems | 4.1 Food safety-related roles and responsibilities are communicated
4.2 Records required to document, implement and maintain the food safety program are established
4.3 Record keeping requirements and responsibilities are communicated to food business personnel |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- This unit can be aligned at either AQF 3 or 4. When aligned at AQF 3 the person would typically participate in the development of the food safety program as part of a group. The scope of contribution would typically be limited to their immediate work area. When this unit is applied at AQF 4 the person may take a lead role in facilitating the development of the food safety program and would apply an understanding of food safety across more diverse operations or work areas
- A food safety program is a written document that specifies how a business will control all food safety hazards that are reasonably expected to occur in the food business. The food safety program must provide for the systematic monitoring of the controls as well as appropriate corrective action if a hazard is found not to be under control. Records must be kept to demonstrate action in relation to, or in compliance with, the food safety program
- Methods used to control hazards include both support programs and specific hazard control limits or requirements. Typical examples of support programs include product recall, cleaning schedules, pest control programs, personal hygiene practices, calibration procedures and related operating procedures
- A food safety program may be developed as a stand-alone program or may be integrated with the quality program in a workplace
- Food safety hazards include micro biological, chemical and physical hazards
- Validation refers to the use of objective evidence in order to prove that materials, processes, procedures or equipment used are capable of delivering the intended result
- Verification refers to reviewing all aspects of the food safety program and related records to determine compliance with and adequacy of the food safety program. At a minimum, food safety programs must be verified annually
- The scope of the HACCP-based plan depends on workplace requirements and may extend outside the direct area of responsibility of the team participants

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Identify personal roles and responsibilities for participating in the development or review of a food safety program
- Identify processes and steps to be covered
- Identify hazards that are reasonably expected to occur and establish appropriate methods of control. This may include participating in validating existing control methods and where there is no adequate control method in place, establishing an appropriate method
- Establish or review procedures for implementing preventative action. Typically this involves revision of materials, processes and/or food handling procedures. It may require revision of workplace practices and documentation such as specifications, operating procedures and approved supplier programs
- Describe the appropriate monitoring requirements for each food safety hazard. This includes a description of the method or procedure to be followed, the frequency and timing, the person responsible, and the information to be recorded. Procedures to be followed would typically be specified in the form of a standard operating procedure or work instruction
- Describe corrective action requirements in the event that acceptable limits or requirements of support programs are not met
- Develop or review documentation relating to the design and maintenance of the food safety program. This may include process flow diagrams, hazard analysis charts and tables, support program requirements, data analysis reports, corrective action reports and verification reports
- Develop or review documentation to communicate food safety responsibilities. This may include Standard Operating Procedures, processing parameters and recording devices such as log sheets
- Communicate food safety responsibilities within level of responsibility using techniques and presentation styles appropriate to the audience

Knowledge of:

- The purpose and intent of food safety legislation
- Purpose and responsibilities for maintaining records as required by legislation and workplace procedures
- Roles and responsibilities for development and maintenance of the food safety program. This includes roles of internal and external auditors and of authorised officers
- Techniques for applying HACCP-based principles. This includes techniques for identifying hazards, assessing the likelihood of occurrence, determining acceptable methods of control, monitoring and recording requirements for each control point, identifying corrective action if controls are not met, and developing system review procedures
- Techniques used to map operations and analyse food safety requirements. This may include preparation of flow charts, hazard analysis charts and tables, and data analysis reports
- Raw materials, ingredient and finished product composition and characteristics, and related handling and storage requirements
- Food processing methods used in the workplace or work area and their effect on food safety
- Sources of technical expertise on food safety requirements
- The role of consultation in the development, implementation and ongoing maintenance of the food safety program
- Documentation and recording requirements to support communication and monitoring of the food safety program. This includes procedures for maintaining and updating relevant documents such as operating procedures
- Main types of food safety hazards/contamination likely to occur given the type of product and processing methods used
- Conditions required for bacterial food poisoning to occur. This may include aw (water activity), pH, composition, time and temperature as relevant to food handled
- Acceptable control methods for the hazards identified and required corrective action when control requirements are not met
- Typical support programs such as cleaning schedules, pest control, stock rotation, product traceability and personal hygiene etc, and how they can be used as part of a food safety program
- Acceptable control methods for the hazards identified and required corrective action when control requirements are not met
- Validation and verification processes and techniques and responsibilities

Relationship with other standards

Pre-requisite units

The pre-requisite for this unit is:

- FDFCORFSY2A Implement the food safety program and procedures

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role.

Resources required for assessment

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

- Workplace food safety program documentation
- Advice on quality and food safety legislation
- Procedures for developing or modifying specifications and other advice on food safety requirements
- Procedures for developing or modifying documentation such as work instructions and procedures, log sheets and other recording requirements
- Review/audit arrangements
- Consultative mechanisms
- Communication systems
- Training system
- Reporting/recording system

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTIPP3A**Unit Descriptor****Implement the pest prevention program**

This is an Optional unit. It covers the skills and knowledge required to implement an existing pest management program. In some states, activities including purchasing and application of some pesticides are covered by licensing arrangements. Where this applies, the appropriate licence is a pre-requisite for undertaking this unit.

Unit Sector

Optional

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 1. Monitor the implementation of pest prevention measures | 1.1 Inspections are conducted to monitor the effectiveness of pest prevention measures
1.2 Signs of pest infestation are identified, analysed and reported
1.3 Hygiene standards are maintained to meet company requirements |
| 2. Implement pest elimination procedures | 2.1 Control measures suited to infestation are selected
2.2 Procedures for the elimination of pests are implemented
2.3 Records are maintained
2.4 Waste is collected, treated and disposed of according to company procedures |
| 3. Review pest control programs | 3.1 Pest infestation is monitored to confirm effectiveness of treatment method
3.2 The treatment program is modified within level of responsibility
3.3 Changes to the treatment program are reported to the appropriate personnel |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements
- When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include pest management program, pesticide labels, work instructions/operating procedures (SOPs), specifications, Materials Safety Data Sheets (MSDSs), manufacturers' advice, standard forms and reports
- Work may involve exposure to chemicals and other hazardous substances and may require working in accordance with a permit to work
- Where use of pesticides include work conditions covered by National Occupational Health and Safety Commission and/or state health and safety authorities, the assessment criteria and methods prescribed by these authorities must also be met
- Pests include vertebrates such as birds, insects, rats and mice and invertebrates such as insects
- Pest control methods may include fumigation, application of insecticides, dusts, gas and/or baits (using registered controlled and generally available substances)
- Selection of control measures occurs in the context of an existing program
- Application equipment may include automated reticulation systems, sprayers, misters and dosing equipment
- Tests may include testing the level of fumigant in the atmosphere and pressure testing
- Records are maintained to meet legal and company requirements

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Recognise indicators of pest invasion
- Select appropriate control method according to the control program in place
- Select, fit and use personal protective clothing and/or equipment
- Follow pest elimination procedures. This may include preparing pesticides for use, applying pesticides according to company procedures and licensing arrangements, setting up and operating equipment such as fumigation and other pesticide application equipment, and preparing and placing baits as required
- Follow procedures to measure and monitor pest populations. This typically includes sampling, testing and recording data
- Review effectiveness of control method/s and amend or recommend changes to program as required
- Safely dispose of pesticides, residues, empty containers and pests
- Monitor the implementation of housekeeping and cleaning standards

May include ability to:

- Conduct tests. This may involve using instrumentation to measure the presence of airborne pesticides
- Carry out basic maintenance required to support pest prevention measures
- Liaise with external contractors

Knowledge of:

- Basic principles of integrated pest management (IPM). These include identification of pest hazards, establishment of pest elimination methods and monitoring the effectiveness of these measures
- Methods used to prevent pest invasion suited to workplace and typical pest invasions. This includes an understanding of appropriate work area and storage design features to minimise the possibility of pest infestation through building access points, packaging materials/requirements to protect product from pests and other physical and mechanical control measures. It also includes minimising conditions which attract pests by maintaining housekeeping and cleaning standards
- Food safety issues relating to the use of pesticides in a food handling area
- Characteristics and behaviour of each type of pest at each life cycle stage
- Conditions required by pests for survival
- Methods and procedures used to minimise pest resistance to elimination methods
- Range of pesticides used in the workplace
- Legislation, codes of practice and procedures relating to the purchase, transport, storage, use and disposal of pesticides
- Safe procedures for handling, using and storing pesticides and dangerous goods. This includes identification of information provided on labels. It may also include handling of gas cylinders
- Purpose, application and limitations of protective clothing and equipment

May include knowledge of:

- Test methods
- Basic maintenance procedures
- Contractor service arrangements

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance

Resources required for assessment

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

- Work procedures including advice on safe work practices, food safety and environmental requirements
- Pesticide labels
- Material Safety Data Sheets and personal protective clothing and equipment
- Pest management program and procedures
- Pest management compounds and equipment
- Housekeeping procedures and cleaning schedules
- Work area. This can include storage, production and/or packaging areas
- Documentation and record keeping system

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTISP2A**Unit Descriptor****Implement sampling procedures**

This is an Optional unit. It covers the skills and knowledge required to understand the requirements of sampling plans, and to collect and transfer samples to retain sample integrity. Operators requiring this competency would typically be required to follow specific sampling procedures such as aseptic sampling.

Unit Sector

Optional

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|-------------------------|--|
| 1. Prepare for sampling | 1.1 Sampling requirements are identified in accordance with the sampling plan |
| | 1.2 Sampling equipment, containers and labels are prepared |
| 2. Collect samples | 2.1 Samples are collected according to sampling procedures and the requirements of the sampling plan |
| | 2.2 Samples are handled and prepared to preserve sample and source integrity |
| | 2.3 Defects or abnormalities in source material and/or sample are identified and reported |
| | 2.4 Sample information is recorded according to workplace sample recording requirements |
| | 2.5 The workplace meets housekeeping standards |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, and sampling plans
- When applied to the pharmaceutical industry, relevant GMP codes apply and reference to food safety is replaced by GMP
- Sampling requirements include sampling under standard conditions and sampling after processes are adjusted in response to variation or non-conformance
- Sampling typically occurs at a number of points and using a range of techniques
- Maintenance of sample integrity may be achieved by use of appropriate personal protective clothing, clean sampling tools and containers (sterilised tools/containers for aseptic sampling), temperature control and addition of preservatives as required
- Sampling techniques may include sub-sampling

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access and interpret sampling plan to identify sampling requirements
- Select, fit and use personal protective clothing and/or equipment
- Prepare for sampling to ensure required tools, containers and labels are available
- Follow sampling procedures and the sampling plan to collect samples from the point/s, in the quantities and at the times specified
- Identify atypical source materials and/or samples and take corrective action. This may involve reporting abnormalities, repeating sample collection and/or following intensive sampling schedules as required
- Complete sample records according to workplace requirements. This may include labelling samples as required
- Transfer samples for testing
- Maintain work area to meet housekeeping standards

May include ability to:

- Prepare samples according to procedure

Knowledge of:

- Basic sampling principles. This includes an understanding of the importance of following the sampling plan to obtain representative sampling reflecting characteristics of source material; the sample characteristics and related preservation, handling and storage requirements; and the labelling system purpose and requirements
- Tests to be conducted on samples and related handling and preparation requirements and responsibilities
- Characteristics of materials sampled and common contaminants and related conditions under which contamination is likely to occur
- Sampling techniques relevant to samples collected. This may include an understanding of sterilisation methods and procedures
- The relationship between sampling, testing and production processes. This includes an understanding of different sampling regimes that may apply in response to non-standard conditions or after corrective action is taken to adjust production outputs
- Procedures and responsibility for reporting and recording sampling information. This may include legislative requirements

May include knowledge of:

- Procedures for preparing samples

Relationship with other standards**Pre-requisite units**

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional unit may be relevant:

- PMLTEST300A Perform basic tests

Resources required for assessment

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

- Sampling plan
- Documentation including specifications, work instruction and other advice on sampling requirements
- Recording and reporting system
- Sampling instrumentation and containers as required
- Product/source material to be sampled

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTMR1A

Unit Descriptor

Measure and record workplace information

This is an Optional unit. It covers the skills and knowledge required to use basic measuring equipment and devices, read and record results. This unit is appropriate where simple tests involve automated measuring devices.

Unit Sector

Optional

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--------------------------------------|--|
| 1. Identify measurement requirements | 1.1 Purpose of measuring is identified
1.2 Measuring requirements including frequency and accuracy range are identified
1.3 Measuring equipment is available and fit for purpose |
| 2. Take measurements | 2.1 Measurements are performed to requirements and according to workplace procedures
2.2 Measurement results are checked for accuracy
2.3 Non-standard or out-of-range results are identified and reported to appropriate personnel
2.4 Results of measurements are recorded in the required format |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company policies and procedures, regulatory and licensing requirements, legislative requirements, site licences and industrial awards and agreements
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules, standard forms and written or verbal instructions
- Basic measuring equipment includes but is not limited to scales, gauges and meters. Examples of typical measuring devices include refractometers (hand-held), temperature probes/thermometers, and pH probes/meters

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information on measurement requirements and procedures relating to own work. This includes information about the types of measurements to be carried out, the equipment/devices to be used, frequency of measurement and related recording requirements
- Locate measuring equipment/device and confirm that it is suitable for use. This will vary depending on the nature of the equipment/device. It may include taring scales, and confirming calibration of devices such as pH meters
- Locate materials/item/s to be measured
- Follow procedures to conduct measurements
- Determine and interpret measurement results. This includes checking measurement accuracy, and where results are out of the required range, reporting to appropriate personnel and following instructions on corrective action
- Record results as required in the appropriate format. This may include completing log sheets

Knowledge of:

- Purpose of measuring as applied to work responsibilities, and related measuring equipment and units of measurement. This includes an understanding of the required accuracy of the measurement and the capability/accuracy level of equipment used
- Measuring equipment/device preparation requirements and purpose. This includes an understanding of the calibration requirements and responsibilities for maintaining accurate measuring equipment/devices. At this level, responsibility may involve confirming calibration by following defined check methods. It also includes an understanding of any OHS hazards associated with using the measuring equipment/device and related safe operating procedures
- Typical/required range for measurement results
- Common factors and conditions that could affect the measurement result
- Procedures to follow where measurements are out of range. Typically this involves repeating the measurement one or more times
- Consequences of measurements that are out of range
- Responsibilities to report measurement information

Relationship with other standards**Pre-requisite units**

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. The following unit may be relevant:

- FDFCORBM2A Use basic mathematical concepts

Resources required for assessment

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

- Work procedures and instructions relating to measuring requirements
- Measuring equipment/devices
- Materials/items to be measured
- Recording and reporting system

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTAP3A

Participate in an Audit Process

Unit Descriptor

This is an Optional unit. Participation implies that the person can participate in all stages of an audit but is not responsible for negotiating audit scope, allocating audit tasks to others or reporting on audit outcomes.

This covers the skills and knowledge required to participate in an internal audit process. This unit is appropriate where internal audit processes are conducted to support externally audited programs. Auditing must occur in an area that the person is not directly responsible for and where they are required to follow a formal, structured process. It is designed to support participation in auditing a range of programs designed to identify hazards, assess risk and implement control measures. These may include but are not limited to food safety, health and safety, quality and environmental management. At this level, the person would typically work under direction and may be required to operate within established audit procedures such as those outlined in ISO 10011.

This unit is based on and achieves part of the guideline food safety unit GFSCFSAA Conduct food safety audits.

Unit Sector

Optional

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Participate in planning an audit | 1.1 Roles and responsibilities for participating in the audit are identified
1.2 The purpose and scope of the audit is identified
1.3 Information and resources required to conduct the audit are identified and located |
| 2. Participate in conducting an audit | 2.1 Information is collected that is adequate, representative and meets audit requirements
2.2 Information is analysed to assess adequacy of performance against program
2.3 Records are reviewed to confirm compliance with the program
2.4 Compliance with the program is observed in the workplace
2.5 Areas requiring corrective action are identified |
| 3. Report and follow up audit outcomes | 3.1 Situations presenting an imminent and serious risk to the program objectives are identified and reported immediately in accordance with reporting requirements
3.2 Audit reports are prepared to address audit scope requirements
3.3 The results of the audit are communicated according to audit purpose and requirements
3.4 A corrective action plan is developed |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Audits may be conducted against workplace programs and/or legislative requirements
- Audits may be undertaken for advisory or regulatory purposes and may be led by internal or external auditors
- Information collection methods include interviews, observance, review of workplace records and accessing relevant technical information
- A corrective action plan identifies non-conformance, corrective actions, date by which action must be taken and any other follow up requirements

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Identify personal roles and responsibilities for participating in the audit process
- Identify audit purpose, scope, steps and timelines
- Identify and locate information required to conduct the audit
- Review workplace documentation to confirm that required information is available
- Prepare tools as required to collect information. These typically include checklists and interview schedules
- Identify any changes that have occurred in the workplace since initiating the program or since the last program audit that could affect program outcomes
- Apply appropriate questioning, observation and related communication skills to support information collection
- Review records, conduct interviews, observe workplace practice and collect other relevant information as required to assess compliance with program requirements
- Take immediate action to report non-conformities that present an imminent and serious risk to the program objectives within level of responsibility
- Identify, investigate and record evidence of non-conformance and judge significance
- Assess the adequacy of the program by analysing the information collected against the program objectives
- Form conclusions on audit outcomes based on an objective assessment of evidence collected
- Report the findings of the audit in appropriate format
- Communicate audit outcomes within level of responsibility using techniques and presentation styles appropriate to the audience
- Where findings indicate either a failure to comply with the program or inadequacy of the program, participate in investigation of causes of failure and identification of corrective action options

Knowledge of:

- The purpose and intent of the program being audited
- Personal roles and responsibilities in the audit process and related responsibilities of other members of the audit team
- The purpose and stages involved in the audit process
- Workplace information and related information management systems
- Techniques for collecting information. This includes awareness of options, relevance and strengths and weaknesses of each method to ensure data is adequate and representative
- Data analysis methods relevant to the audit process
- Communication skills and techniques appropriate to the workplace
- Technical knowledge relevant to the program being audited in order to verify compliance and assess adequacy of existing control measures. This includes awareness of relevant industry standards
- Purpose and responsibilities for maintaining records

Relationship with other standards**Pre-requisite units**

The pre-requisite/s for this unit are the relevant program-related unit/s. These may include:

- FDFCORFSY2A Implement the food safety program and procedures
- FDFCORHS2A Implement occupational health and safety systems and procedures
- FDFCORQAS2A Implement quality systems and procedures
- FDFOPTENV2A Implement environmental policies and procedures

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional unit may be relevant:

BSBCMN405A Analyse and present research information

Resources required for assessment

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

- Workplace program documentation
- Audit procedures and standards as applied in the workplace
- Advice on related legislation, industry standards and codes of practice
- Information systems and data collection technology
- Reporting formats/requirements
- Workplace/personnel access as required to collect data/observe compliance

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTIP3A**Participate in improvement processes****Unit Descriptor**

This is an Optional unit. It applies where the operator is required to participate in performance improvement processes that involve systematic analysis of performance to identify and propose opportunities for improvement. Where structured analysis and investigation is not required to participate in improvement programs, this unit does not apply.

Unit Sector

Optional

ELEMENT**PERFORMANCE CRITERIA**

1. Identify opportunities for improvement	1.1 Barriers to good practice or optimal performance are identified 1.2 Scope of issue or problem to be addressed is clearly defined
2. Identify information requirements	2.1 Data required to investigate improvement opportunity is identified 2.2 Appropriate data collection methods are selected 2.3 Additional resources available to support investigation are identified
3. Analyse the issue or problem	3.1 Techniques required to investigate nature of issue or problem are selected and applied 3.2 A detailed description of the issue or problem is developed 3.3 Possible causes are identified and tested 3.4 Options for improvement are identified and assessed
4. Recommend options for improvement	4.1 Preferred options are identified and described 4.2 Recommendations are presented in formats appropriate to the issue and the audience 4.3 Recommendations are consistent with data collected and analysed
5. Participate in implementing improvement proposals	5.1 Improvement trials are supported 5.2 Improvement proposals are evaluated and refined 5.3 Operating procedures are updated and communicated to reflect implementation of improved practices 5.4 Improvement in performance is monitored

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Process improvement is typically investigated and developed in consultation with others
- Data analysis typically involves use of computer programs but may also be carried out manually
- Problem solving tools can include but are not limited to fishbone diagrams/cause and effect diagrams, workflow analysis, Pareto diagrams, SWOT analysis

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Identify nature and scope of improvement opportunity
- Consult others to confirm improvement opportunity definition
- Determine data collection requirements and appropriate collection methods
- Identify resources requirements to support investigation. This may include negotiating access to resources as required. It may also involve identifying expertise or improvement team members
- Collect data. This may include collecting samples and taking measurements, or data collection may be automated
- Determine and apply appropriate data analysis techniques
- Draw conclusions based on the data collected and analysed
- Communicate findings in forms appropriate to the nature of the issue and the audience
- Receive and take account of feedback
- Participate in related trials and/or changes to work practices arising from improvement proposals
- Monitor and document results of trials/implementation and participate in modifying change to support ongoing improvement

Knowledge of:

- Objectives to be addressed by improvement proposals. This may include quality, OHS, environmental management, cost, efficiency and job satisfaction. It also includes an understanding of the context in which improvement occurs including capital expenditure and labour budgets, equipment capacity and production targets
- Workplace approach to structuring improvement processes
- Resources available to the workplace to support improvement processes. This includes both internal and external resources
- Data collection and analysis techniques appropriate to the nature of the improvement opportunity and the workplace
- Communication techniques to support data collection, consultation and team work required to participate in improvement processes
- Documentation management systems to support changes in work practices to reflect improvement processes

Relationship with other standards**Pre-requisite units**

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

Co-assessment of related units

This unit should be assessed together with other units of competence relevant to the work role. These may include:

- FDFCORWCM2A Present and apply workplace information
- FDFOPTSPC2A Apply principles of statistical process control
- FDFOPTTG2A Participate in work teams and groups
- PMBQUAL390A Solve problems using 'quality tools'

Resources required for assessment

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

- Information storage and retrieval systems
- Relevant technical information and personnel resources
- Opportunities to interact with others using typical workplace communication processes
- Relevant workplace documentation

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTRWP3A Report on workplace performance

Unit Descriptor

This is an Optional unit. It covers the skills and knowledge required to collate and maintain workplace records. This unit would typically apply to a team leader or person responsible for monitoring and reporting on performance of a work area or section.

Unit Sector

Optional

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|---|
| 1. Identify recording and reporting requirements | 1.1 The purpose of recording information is identified
1.2 Recording and reporting responsibilities are identified
1.3 Recording and reporting systems and formats are identified |
| 2. Maintain workplace information | 2.1 Records are complete, timely and accurate
2.2 Performance information is recorded in required format to meet workplace reporting requirements
2.3 Errors or discrepancies in recording are identified and corrected or notified to appropriate personnel
2.4 Variances are identified, investigated and reported according to workplace procedure
2.5 Requests for information are assessed, prioritised and addressed to meet required timelines |
| 3. Maintain security of workplace information | 3.1 Access levels and authorities are identified
3.2 Security of workplace records and reports is maintained
3.3 Security breaches are identified and reported to appropriate personnel |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company policies, procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements
- Information recorded and reported may include but is not limited to collation of information recorded by others such as timesheets, log sheets, recipes/specifications, operating procedures, production statistics, and downtime, labour and materials usage levels
- Recording systems may be carried out manually or involve the use of use of planning and systems control software such as SAP and MRPII

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Identify and use recording/reporting formats and systems
- Identify information security requirements and procedures for responding to/reporting a security breach
- Collect and collate information to be recorded as required
- Assess information to confirm that it is complete and accurate. Follow up inaccurate recording with relevant personnel
- Identify significant performance variation, investigate and report cause/s
- Prepare reports in required format to meet reporting timelines
- Respond to information requests on a timely basis

Knowledge of:

- The purpose and responsibilities for the information records and reports to be maintained/produced. This includes an understanding of accuracy levels and timeliness of recording and reporting
- Techniques used to collate and assess information. This includes an understanding of typical recording outcomes to identify unusual or incorrectly recorded information
- Likely causes of variation and related reporting responsibilities
- Information system access levels and codes. This may include access levels within software
- Communication skills relevant to reporting role

Relationship with other standards

Pre-requisite units

There are no pre-requisites for this unit.

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role.

Resources required for assessment

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

- Advice on workplace policies, codes of practice and procedures
- Workplace information/records
- Recording/reporting formats and systems

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTSA2A

Participate in sensory analyses

Unit Descriptor

This is an Optional unit. It covers the skills and knowledge required to participate in sensory analyses.

Unit Sector

Optional

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Prepare to conduct sensory analysis | 1.1 Personal conduct and the test environment are appropriate to conducting sensory analysis
1.2 Criteria for assessment is available and appropriate to analysis requirements
1.3 Method of analysis is appropriate
1.4 Samples are available for analysis
1.5 Defects or abnormalities in sample are identified and reported |
| 2. Conduct sensory analysis | 2.1 Samples are analysed according to workplace procedure and analysis criteria
2.2 Results are recorded according to workplace recording requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements
- Workplace information may include Standard Operating Procedures (SOPs), specifications, sampling plans, sensory analysis criteria and reporting documentation
- Sensory analysis may be conducted by individuals and/or panels and applied to materials/ingredients and/or final products
- Attributes to be analysed may include flavour, appearance, aroma and texture

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access and interpret sensory analysis schedule and analysis criteria to identify requirements
- Ensure that personal conduct does not jeopardise analytical ability
- Confirm that samples are available and in an appropriate condition for analysis
- Follow procedures to analyse samples provided
- Record and/or report results of analysis

Knowledge of:

- Principles of sensory analysis. This includes an understanding of attributes that can be detected by taste and smell such as sour, sweet, salty and bitter; how these different tastes are detected - where on the tongue tastes are discerned; and the interaction between taste and smell. It also includes an understanding of attributes detected by mouthfeel and appearance
- Sensory analysis system and procedures. This may include an understanding of the collection and use of reference samples, the role of the individual in the analysis process and how the system validates analysis results
- Specific criteria used to evaluate material/product samples and the associated descriptions
- Sample preparation requirements. This is dependent on materials/products to be analysed and includes an awareness of the effect of sample temperature on sensory analysis
- The effect of personal conduct on analytical ability. This includes an awareness of stimuli and conditions that can dull sensitivity
- Requirements of the environment appropriate to conducting sensory analyses
- The components of material/product sampled that contribute to flavour, aroma, appearance and texture
- The likely causes of variation in results. This includes an understanding of the typical variation that can occur in the material/product and how these occur, as well as an understanding of how the method of analysis, environment and state of individual participants that can affect the outcome
- Procedures and responsibility for recording and reporting sensory analysis information

Relationship with other standards**Pre-requisite units**

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional unit may be relevant:

- FDFOPTISP2A Implement sampling procedures

Resources required for assessment

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

- Samples for analysis
- Sensory analysis environment, procedures, criteria and reporting documentation

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTSD2A

Unit Descriptor

Work in a socially diverse environment

This is an Optional unit. It covers the skills and knowledge required to work in a socially diverse environment, including the development and application of cultural awareness required to interact effectively with people from diverse backgrounds.

This unit is based on the tourism and hospitality unit THHCOR2A Work in a socially diverse environment and the transport and distribution unit TDTG701A Work in a socially diverse environment.

Unit Sector

Optional

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1. Communicate with people from diverse backgrounds | 1.1 People from all cultural groups are valued and treated with respect and sensitivity
1.2 Verbal and non verbal communication takes account of cultural differences
1.3 Where language barriers exist, efforts are made to communicate through use of gestures or simple words in the other persons' language
1.4 Assistance from colleagues, specialist resources or outside organisations is obtained when required |
| 2. Respond to cross-cultural misunderstandings | 2.1 Issues which may cause conflict or misunderstanding in the workplace are identified
2.2 Difficulties are addressed with the appropriate people in the workplace
2.3 When difficulties or misunderstandings occur, possible cultural differences are considered
2.4 Efforts are made to resolve the misunderstanding, taking account of cultural considerations
2.5 Issues and problems that cannot be resolved are referred as required for follow up |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation includes anti-discrimination and equal opportunity
- Work involves the application of communication principles and problem solving techniques to facilitate work in a socially diverse environment
- People from diverse backgrounds may include any person involved in or related to the work process. This may include work colleagues, managers and external personnel
- Cultural difference may include but is not limited to:
 - race
 - special needs
 - disabilities
 - gender
 - marital status
 - sexual preference
 - age
- Examples of cultural differences may include but are not limited to:
 - language spoken and related communication style
 - levels of formality/informality
 - personal grooming
 - family obligations
 - recognised holidays
 - customs
 - work ethic
 - product preferences
- Outside organisations may include but are not limited to:
 - interpretative services
 - diplomatic services
 - local cultural organisations
 - appropriate government agencies
 - educational institutions

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Identify and recognise cultural differences in the workplace
- Apply understanding of cultural difference to communicate effectively to achieve work requirements. This includes selecting appropriate communication style to suit audience
- Identify and respond to cross-cultural misunderstandings

Knowledge of:

- Principles of Equal Employment Opportunity (EEO) and anti-discrimination legislation as they apply to company and employee rights and responsibilities in the workplace
- Recognition of the different cultural groups in the workplace
- Understanding of the basis of cultural difference including behaviour or practices that can cause offence, and related strategies for interacting in ways that are culturally sensitive
- Communication strategies and styles appropriate to diverse audiences related to the workplace

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role.

Resources required for assessment

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

- Advice on legal rights and responsibilities relating to anti-discrimination and equal employment opportunity
- Related company policies and procedures
- Opportunities to interact with others using typical workplace communication processes

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTSM3A**Unit Descriptor****Support and mentor individuals and groups**

This is an Optional unit. It covers the skills and knowledge required to model appropriate work practices, provide feedback to groups and individuals and facilitate group processes. A person competent in this unit may or may not have formal responsibility for managing others.

Unit Sector

Optional

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|------------------------------------|--|
| 1. Support others in the work area | 1.1 Mentor others to meet work requirements
1.2 Identify performance that is inappropriate and take corrective action
1.3 Provide feedback on performance |
| 2. Facilitate group processes | 2.1 Purpose of group process is identified
2.2 Meeting procedures required to achieve an agreed outcome are determined and applied
2.3 Group members are engaged in the process
2.4 Clear outcomes are reached in a timely manner |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company policies, procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements
- Mentoring and feedback arrangements may be formal or informal
- Corrective action may include reporting an incident to a more senior person as appropriate
- Group processes may include formal meeting procedures and informal discussions or group meetings where facilitation skills can be demonstrated
- Communication systems reflect the culture of the workplace and the workforce. This may include communicating with people from diverse cultural backgrounds and with people with limited English language and literacy skills
- Meeting procedures include developing an agenda, seeking input, recording actions arising and working towards an agreed outcome within time allocation

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Model behaviour consistent with company policies and procedures
- Identify behaviour or performance that is unacceptable
- Structure interventions and feedback to clearly convey required standard of performance
- Apply appropriate explanation, demonstration, questioning and active listening techniques when interacting with others
- Provide feedback appropriate to the audience requirements
- Recognise and respond appropriately to difference and diversity in the workplace
- Provide and/or arrange opportunities to develop/practice appropriate skills
- Plan group processes. This includes clearly identifying the purpose of the discussion or meeting, confirming the appropriate people are available and planning a basic outline of the approach and/or agenda
- Facilitate meetings. This includes confirming with group members the purpose of the discussion or meeting, engaging people in discussion and assisting the group to reach an agreed outcome within the allotted timeframe. It also involves recording outcomes
- Follow up group processes. This includes identifying actions required to follow up outcomes of a discussion or meeting.

Knowledge of:

- Company policies and procedures as they apply to the work area. This includes areas covered by legislation such as sexual harassment, EEO/affirmative action, anti-discrimination, racial vilification and workplace bullying, OHS, food safety and environmental management
- Industry awards and enterprise agreements to develop an awareness of the main issues covered as they affect day-to-day work arrangements
- Systems and programs in the workplace to support development and mentoring of others
- Relevant resources to support mentoring role and responsibilities
- Techniques for structuring and explaining work-related information to meet the needs of people in the work area
- Interpersonal skills including appropriate questioning, listening and feedback techniques
- Training/assessment arrangements in the workplace and related responsibilities
- Boundaries of responsibility and related procedures for feedback, counselling and disciplinary procedures
- Formal arrangements and responsibilities for consulting others relating to work role
- Meeting procedures and recording requirements as relevant in the workplace

Relationship with other standards**Pre-requisite units**

There are no pre-requisites for this unit.

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional units may be relevant:

- FDFOPTSD2A Work in a socially diverse environment
- FDFOPTTG3A Lead work teams and groups

Resources required for assessment

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

- Advice on workplace policies, codes of practice and procedures
- Opportunities to interact with others using typical workplace communication processes
- Typical group forums. These may include structured group discussions and committee meetings
- Workplace systems and procedures for consultation, feedback, counselling and discipline
- Advice on conditions of employment and entitlements
- Opportunities to interact with others using typical workplace communication processes
- Typical group forums which can include work groups and committees
- Information systems including recording and retrieval systems

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTSPC2A Apply principles of statistical process control

Unit Descriptor

This is an Optional unit. It covers the skills and knowledge required to analyse statistical data.

Prerequisite Unit(s)

FDFCORBM2A Use basic mathematical concepts

Unit Sector

Optional

ELEMENT

PERFORMANCE CRITERIA

- | | |
|------------------------------------|--|
| 1. Collect statistical information | 1.1 Data requirements are identified
1.2 Data is collected to meet requirements |
| 2. Analyse and interpret data | 2.1 Data is analysed to identify variation
2.2 Trends in data are identified
2.3 Corrective action requirements are determined based on data |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Data collection may be based on a sampling regime followed by an operator or collected automatically
- Data collection may include collecting samples and taking measurements
- Data analysis typically involves use of computer programs but may also be carried out manually

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Identify and collect required data
- Retrieve/access data. This may require use of computer programs to access and analyse data. The operator must be able to locate the relevant information or screens to collect and analyse the data
- Apply basic statistical analysis techniques to meet work requirements. This typically includes plotting data on charts such as run or control charts and identifying variation according to given limits
- Interpret data to identify trends. This may be demonstrated manually or using a computer program
- Determine when corrective action is required. This may include identifying upper and lower control limits (and warning limits where relevant)

Knowledge of:	<ul style="list-style-type: none">• Data sampling method. This requires an understanding of the nature of the sample on which data is based and the reasons for different sampling requirements that may apply in a given situation• Concept of variation. This includes an understanding of the difference between common and special causes of variation and consequent options for reducing variation and remaining within a given range. It also includes a basic understanding of the purpose and process of establishing targets and limits• Concept of standard distribution/standard deviation• Methods used to analyse statistical data. This includes methods to determine the average, median and mean, and what these measures indicate
Relationship with other standards	<p>Pre-requisite units</p> <p>The pre-requisite for this unit is:</p> <ul style="list-style-type: none">• FDFCORBM2A Use basic mathematical concepts <p>Co-assessment of related units</p> <p>This unit should be assessed together with core units and other units of competence relevant to the function or work role.</p>
Resources required 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">• Statistical process control data• Related data collection and analysis systems• Calculator
Assessment requirements	<p>For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.</p>

FDFOPTTG2A**Unit Descriptor****Participate in work teams and groups**

This is an Optional unit. It covers the skills and knowledge required to work effectively with others to complete work activities. This unit can apply to participation in structured teams and informal work groups.

Unit Sector

Optional

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 1. Identify team objectives | 1.1 Team tasks, responsibilities and performance measures are identified and agreed
1.2 Tasks required to achieve goals and performance standards are discussed and agreed |
| 2. Participate in planning work activity | 2.1 Personal work tasks and roles are negotiated to ensure team goals and performance standards are met
2.2 Information is provided to contribute to planning work group activities
2.3 Personal skills are assessed to identify match with team skill needs
2.4 Personal workload is planned to meet team goals and performance standards |
| 3. Work tasks and roles are completed to meet team requirements | 3.1 Work is undertaken to achieve team goals and performance standards
3.2 Communication between team members and with other work areas is appropriate and timely
3.3 Timely requests are made for assistance as required to meet team goals and performance standards
3.4 Assistance is provided to other team members to achieve team goals and performance standards |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company policies and procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements
- Teams refer to both defined teams and to work groups who interact to achieve work outcomes and/or to address a specific function or issue
- Achieving team goals typically involves co-operation with own team members and with other teams and work areas
- Everyday workplace language is used. This may include commonly used technical terms
- Communication systems reflect the culture of the workplace and the workforce. This may include communicating with people from diverse cultural backgrounds and with people with limited English language and literacy skills

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Identify team objectives, responsibilities and performance standards
- Confirm and agree on work roles and responsibilities within the team
- Complete work responsibilities within agreed timelines
- Assess time and other resource requirements related to achieving own work responsibilities
- Identify problems and request assistance in a timely manner to achieve personal and team goals
- Use communication techniques appropriate to the audience
- Exchange constructive feedback with team members
- Participate effectively in team processes. This includes working with own team members and with other teams and work areas
- Support other team members to achieve team goals

Knowledge of:	<ul style="list-style-type: none"> • Procedures for establishing team goals and performance standards • Methods used to measure achievement of personal and team goals. Examples of personal measurement may include achievement of work outcomes and performance appraisal systems. Examples of team measures may include performance indicators • Team goals and personal role in achieving these • Group processes including basic facilitation, negotiation and conflict resolution
Relationship with other standards	<p>Pre-requisite units</p> <p>There are no pre-requisite units for this competency standard.</p> <p>Co-assessment of related units</p> <p>This unit should be assessed together with core units and other units of competence relevant to the function or work role.</p>
Resources required 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"> • Opportunities to participate in team processes • Workplace arrangements for establishing company, workplace and team goals • Methods used to measures and report on performance against targets or standards • Resources required to achieve personal work requirements
Assessment requirements	<p>For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.</p>

FDFOPTTG3A**Unit Descriptor****Lead work teams and groups**

This is an Optional unit. It covers the skills and knowledge required to plan to achieve work requirements, secure resources and monitor the outputs of a work team or group.

This unit can apply to people with formal responsibility for team/group leadership and to those with occasional responsibility for this role.

Unit Sector

Optional

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--|---|
| 1. Negotiate and communicate team objectives | 1.1 Team goals, tasks and responsibilities are communicated and agreed with team members
1.2 Team performance standards and measures are communicated and agreed with team members |
| 2. Plan the work activity | 2.1 Individual roles and responsibilities of team members are assigned in consultation
2.2 Work roles are allocated to take account of team goal and the skills and expertise of each team member
2.3 Resources required to achieve work outcomes are identified and secured
2.4 Development needs of team members are identified and addressed |
| 3. Manage team work to achieve required outcomes | 3.1 Work progress is monitored against timelines and performance measures
3.2 Team members are kept informed of progress towards achieving team performance indicators
3.3 Potential barriers to achieving team goals are identified and corrective action taken
3.4 Team performance variances are identified, investigated and reported according to workplace reporting requirements
3.5 Team members are encouraged to actively contribute to team growth and development
3.6 Workplace information systems and procedures are followed to record and report on team performance |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements
- Responsibility for leading a team or group may be a formal role or an informal, occasional role
- Teams refer to both defined teams and to work groups who interact to achieve work outcomes and/or to address a specific function or issue
- Communication systems reflect the culture of the workplace and the workforce

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Communicate and agree on team goals, performance standards and performance measures within the context of workplace arrangements for team or group work
- Establish and secure resources. These may include labour (crew levels and competency profiles) and other resources as required
- Develop plans and schedules to achieve team goals. This includes the ability to assess impact of planning decisions on related issues such as impact on other work areas, resource utilisation and costs
- Facilitate group processes. This includes mediating and resolving different interests, personal and work styles as required and encouraging/providing opportunities for active participation of team members
- Allocate and negotiate work roles and responsibilities in consultation with team members to match work requirements and skills and abilities of team members
- Identify and address learning needs of team members
- Provide a mentoring role to team members
- Monitor team outputs against objectives and make adjustments as required to achieve plan
- Monitor resource utilisation against plan
- Provide feedback on team and individual performance according to workplace feedback procedures
- Represent and advocate on behalf of the team in other workplace forums as required
- Use communication techniques appropriate to the audience. This may involve communicating with people from diverse cultural backgrounds and with people with limited ability to speak or understand English
- Record information on team performance as required

Knowledge of:

- Facilitation techniques and communication skills to support the active engagement and participation of team members in team processes
- Work procedures relevant to team tasks and related occupational health and safety, food safety, quality and environmental management issues, hazards and control measures
- Workplace planning and performance measurement systems and processes
- Methods used to measure achievement of personal and team goals. Examples of personal measurement can include achievement of work outcomes and performance appraisal systems. Examples of team measures can include performance indicators
- Resource allocation systems used in the workplace as appropriate to secure relevant resources required by the team or group
- Work capacity, skills and knowledge of team or work group members in order to allocate roles appropriate to skill level and plan development opportunities
- Competency requirements of work functions. This includes any special work conditions that may be covered by additional licensing or certification requirements
- Duty of care when allocating work roles and responsibilities
- Competency identification and training arrangements in the workplace
- Communication skills required to represent and advocate on behalf of the team or work group
- Stages of team development
- Recording and reporting system and responsibilities

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional unit may be relevant:

- FDFOPTSM3A Support and mentor individuals and groups

Resources required for assessment

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

- Opportunities to facilitate team processes
- Workplace arrangements for establishing company, workplace and team goals
- Methods used to measure and report on performance against target
- Planning processes
- Resource management and allocation systems as appropriate
- Resources required to achieve team outcomes
- Competency recording and workplace training arrangements

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFOPTWFS2A Work in a food handling area for non-food handlers

Unit Descriptor

This is an Optional unit. It covers the skills and knowledge required to conduct work in a food handling area where the work does not involve direct food contact. Examples of typical applications for this unit include stores/warehousing, cleaning and maintenance workers. This unit is not appropriate for a person who has direct contact with food and/or raw materials/ingredients. Where this is a requirement, refer to relevant core food safety units.

This unit is based on and equivalent to the guideline food safety unit GFSWFHAA Carry out work in a food handling area.

Unit Sector

Optional

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| <p>1. Maintain food safety while working in a food handling area</p> | <p>1.1 Food safety requirements related to work tasks are identified and followed</p> <p>1.2 Work responsibilities are carried out so that the safety of food is maintained</p> <p>1.3 Procedures or practices which are not consistent with workplace food safety program are identified and reported</p> |
| <p>2. Maintain food handling area in clean and orderly state</p> | <p>2.1 Equipment and the food handling area meet the cleaning and sanitation requirements of workplace food safety program</p> <p>2.2 Waste is collected and disposed of according to workplace procedures</p> |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company policies and procedures, regulatory and licensing requirements, legislative requirements, site licences and industrial awards and agreements
- Workplace information may include Standard Operating Procedures (SOPs), advice on food safety requirements related to work function, standard forms and written or verbal instructions
- Food handling area can refer to any work area where receiving, handling and inspecting, preparing, processing, packaging, storing and/or despatching occur
- Examples of contamination that can result from work activities include chemical contamination which could be caused by lubricants, resins and cleaning and sanitation chemicals, and physical contamination which could be caused by metal, glass, plastic and cloths
- Personal hygiene, clothing and footwear and requirements to report health conditions or illness must meet workplace requirements and procedures. At a minimum such procedures must ensure that any person in a food premises does not contaminate food, does not have unnecessary contact with ready-to-eat food and does not spit, smoke or use tobacco or similar in a food handling area. Refer to Food Safety Standard 3.2.2, Clause 17:3 and relevant state regulations/legislation

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access and apply workplace information on food safety policies and procedures relating to own work
- Fit and use appropriate personal protective clothing and equipment as required by work tasks to meet food business requirements
- Maintain personal conduct consistent with workplace requirements
- Check own work area to identify food safety hazards
- Carry out work responsibilities to ensure that food safety is not compromised
- Take necessary precautions when moving between or around the workplace and/or from one task to another to minimise the risk of contamination
- Recognise and report situations or procedures that could compromise food safety according to workplace procedure. This relates to own work and related work area and involves following procedures to report to the appropriate personnel, in required detail and in a timely manner. It also include taking corrective or preventative action within level of responsibility
- Report health conditions and illness as required by workplace food safety procedures
- Sort and dispose of waste as required by work responsibility according to workplace procedure
- Maintain housekeeping standards in work area

Knowledge of:

- Food safety requirements related to own work as determined by the workplace
- Sources of advice on food safety issues and responsibilities in the workplace
- Personal hygiene practices and clothing and footwear requirements associated with working in and moving in and between food handling areas and moving between food handling and non food-handling areas
- Suitable standard for materials and equipment used in the food handling area. This includes an awareness of materials that are unsuitable for use such as breakable or dirty equipment/materials
- Methods and procedures to be followed when carrying out work responsibilities in a food handling area to ensure that food safety is not compromised. This will depend on the nature of work responsibilities and food safety requirements as specified by the workplace. It includes an understanding of the types of contamination that can occur as a result of work activities, and procedures used to prevent these types of contamination from occurring
- Cleaning and sanitation requirements and responsibilities. This includes an understanding of cleaning methods appropriate to a food handling environment and those used in the specific food handling area
- Waste collection, recycling and handling procedures
- Housekeeping standards to be maintained in the work area

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role.

Resources required for assessment

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

- Food safety policies and procedures relevant to work function
- Work procedures, including procedures for entering and exiting food handling areas
- Work process and related services/resources
- Work area and related equipment to undertake work function
- Waste collection, treatment, recycling and/or disposal methods
- Monitoring and reporting system

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPKBSB2A Operate a blending, sieving and bagging process

Unit Descriptor

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a blending, sieving and bagging process. This unit applies to the process of blending and bagging of dry goods as bulk blends or for use in food service.

Unit Sector

Packaging

ELEMENT	PERFORMANCE CRITERIA
1. Prepare the blend, sieve and bagging equipment and process for operation	1.1 Materials are confirmed and available to meet operating requirements
	1.2 Cleaning and maintenance requirements and status are identified and confirmed
	1.3 Machine components and related attachments are fitted and adjusted to meet safety and operating requirements
	1.4 Processing/operating parameters are entered as required to meet production requirements
	1.5 Materials, ingredients, product and/or consumables are loaded or positioned as required to meet production requirements
	1.6 Equipment performance is checked and adjusted as required
	1.7 Pre-start checks are carried out as required by workplace requirements
2. Operate and monitor the blend, sieve and bagging process	2.1 Ingredients are delivered to the blender in the required quantities and sequence to meet recipe specifications
	2.2 The process is started and operated according to workplace procedures
	2.3 Equipment is monitored to identify variation in operating conditions
	2.4 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements
	2.5 The process is monitored to confirm that ingredients are blended, sieved and bagged to meet specifications
	2.6 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification
	2.7 The workplace meets housekeeping standards
	2.8 Workplace records are maintained according to workplace recording requirements
3. Shut down the blend, sieve and bagging process	3.1 The appropriate shutdown procedure is identified
	3.2 The process is shut down according to workplace procedures
	3.3 Maintenance requirements are identified and reported according to workplace reporting requirements

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. Special product requirements include Halal and Kosher licence
- When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Australian Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- This process is typically used for the blending and packaging of low moisture products such as dry flavours and marinades, donut mix, cake mix, bakery ingredients, batters, cheese powders, spice mixes and herb blends. Bag weights typically range from 5kg to 25kg
- Equipment typically includes ribbon and vertical blenders, sieves including rotary and shaker sieves, net weighers, gross baggers, sew and crepe machines and heat sealers. The sieving stage may occur before and/or after blending
- Ingredients may be delivered to the process using bulk automated materials handling equipment or loaded manually
- Operation of equipment and processes may require the use of process control panels and systems
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Shut down procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services may need to be confirmed. These depend on the nature of the process. Typical examples include power, steam, water, vacuum, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify processing requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary packaging components/consumables, materials and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; and confirming that related equipment is clean and correctly configured for processing requirements, sensors and controls are correctly positioned, any scheduled maintenance has been completed, and all safety guards are in place and operational
- Start, operate, monitor and adjust process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. Typical examples include:
 - characteristics of blend
 - flow to sieves
 - sieve/screen condition
 - supply of packaging components/consumables
 - integrity of finished seals (stitching or thermal)
- Monitor and regulate the supply and flow of materials to and from the process
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Demonstrate batch/product changeovers
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Collect samples and conduct tests
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of the process. This includes an understanding of the method and sequence of ingredient addition required to achieve required blend characteristics. It also includes an understanding of the purpose of packaging and properties required of packaging materials used, coding requirements and related legal requirements including product weight
- Basic operating principles of equipment. This may include an operational understanding of main equipment components; status and purpose of guards; equipment operating capacities and applications; and the purpose and location of sensors and related feedback instrumentation. It also includes knowledge of services required and action to take if services are not available
- The flow of this process and the effect of outputs on downstream processes
- Quality characteristics required of process outputs. This may include an understanding of blend quality, packaging quality and seal integrity as required
- Effect of variation in inputs, which may include ingredient quality/condition, packaging components/consumables and/or services, on process performance
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems such as sieve or screen damage
- Methods used to monitor the process. This may include monitoring blend characteristics and weights. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Contamination/food safety risks associated with the process and related control measures. This includes an awareness of product compatibility, cross contamination risks and associated cleaning requirements
- Common causes of variation and corrective action required. This requires an understanding of procedures to manage the reprocessing (return to blend) of the first part of the blend to minimise non-conforming output
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the process and workplace production/packaging requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Product/batch changeover procedures and responsibilities
- Isolation, lock out and tag out procedures and responsibilities
- Procedures and responsibility for reporting production

and performance information

- Environmental issues and controls relevant to the process. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and testing associated with process monitoring and control
- Cleaning and sanitizing procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRC12A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Production schedule/batch instructions
- Specifications, control points and operating parameters
- Blending, sieving and bagging equipment and services
- Materials to be processed and packaging components/consumables as required
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPKCPP2A**Operate a casepacking process****Unit Descriptor**

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a secondary packaging process used to form trays or boxes, load and position product and seal the package. Casepackers may be configured as side loading, wrap around, drop or pick and place packers.

Unit Sector

Packaging

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--|--|
| 1. Prepare the casepacking equipment and process for operation | <ul style="list-style-type: none"> 1.1 Packaged product and packaging components/consumables are confirmed and available to meet production requirements 1.2 Pre-start checks are carried out on process and related equipment to confirm readiness for use 1.3 Packaging components/consumables are loaded/positioned to meet requirements 1.4 Parameters are set to meet safety and packaging requirements |
| 2. Operate and monitor the casepacking process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 Packaging quality and packaging appearance are monitored to confirm that specifications are met 2.5 Out-of-specification process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards 2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the casepacking process | <ul style="list-style-type: none"> 3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Australian Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Casepacking process and related equipment may include product assembly and indexing systems, conveyors, carton/box erectors, automated product placement equipment, bundlers, labellers, heat/shrink wrappers, box closers and ink jet coders
- Packing configuration may require single or multi layered indexing
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to [FDFOPTCRM2A Conduct routine maintenance](#)
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Operation of equipment and processes may require the use of process control panels and systems

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify casepacking requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary packaging components/consumables including boxes/cartons and related consumables. This includes inspecting the quality of packaging components/consumables to confirm that standards are met
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters to suit product type; cancelling isolation or lockouts as required; and confirming that equipment is clean and correctly configured for packaging requirements, packaging components/consumables are loaded, electronic eyes and sensors are correctly positioned, all safety guards are in place and operational, and coders are correctly set for date and product requirements
- Start, operate, monitor and adjust pick and place equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. This may include monitoring:
 - box formation
 - alignment, placement and quantity of units packed
 - operation of suction cups
 - operation of related equipment such as box closers and sealers
 - operation of ink jet coders to confirm correct code and clarity/legibility
- Demonstrate procedure to reference or align equipment against setup parameters
- Demonstrate product/packaging changeovers
- Monitor flow of product to the process and packaged goods from the process
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take casepacking process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Prepare equipment for cleaning
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of secondary packaging. This includes an understanding of the requirements of packaging materials used and coding requirements
- Basic operating principles of casepacking equipment. This may include an operational understanding of main equipment components; status and purpose of guards; purpose and location of electronic eyes and sensors; equipment operating capacities and applications; and services required for operation of casepackers used in the workplace
- The flow of product to this stage in the packing process and the effect of outputs on downstream processes
- Quality characteristics and requirements of outer packaging materials and of the packaged product. This includes an understanding of the board quality and finished packaged product specifications
- Methods used to monitor the process. This typically includes visual inspection of the process and of the quality of the packaged product. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements. It may also involve testing gluing or sealing of packages
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters. This includes an understanding of restart procedures following a crash or jam up
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Common causes of variation and corrective action required. This includes an understanding of the effect of variation in packaging components/consumables on performance
- Contamination/food safety hazards and risks associated with this stage in the packaging process and related control measures
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Product/packaging changeover procedures
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the packaging process. This includes waste collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control

- panels and systems and the physical equipment
- Cleaning and sanitizing procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production/packaging schedules
- Information on equipment capacity and operating parameters
- Specifications, control points and operating parameters
- Automated casepacker/s and related equipment and services
- Product to be packaged and board and related consumables
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPKFCC2A

Fill and close product in cans

Unit Descriptor

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a primary packaging process that fills product into cans and hermetically seals containers using a closer or seamer.

Unit Sector

Packaging

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Prepare the filling and closing process for operation | <ul style="list-style-type: none"> 1.1 Materials and packaging components/consumables are confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements 1.4 Operating parameters are entered as required to meet safety and production requirements 1.5 Equipment performance is checked and adjusted as required 1.6 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the filling process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The process is monitored to confirm that filled and closed containers meet specifications 2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards 2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Monitor closure and seaming stage | <ul style="list-style-type: none"> 3.1 The closing stage is monitored to confirm that closures and seams meet specifications 3.2 Out-of-specification process outcomes are identified, rectified and/or reported to maintain the process within specification 3.3 The workplace meets housekeeping standards 3.4 Workplace records are maintained according to workplace recording requirements |
| 4. Shut down the filling and closing process | <ul style="list-style-type: none"> 4.1 The appropriate shutdown procedure is identified 4.2 The process is shut down according to workplace procedures 4.3 Maintenance requirements are identified and reported |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, batch/recipe instructions, manufacturers' advice, standard forms and reports
- Product preparation can include acidifying, brining or syruping, exhausting
- Product may be hot or cold filled
- Can seam components include body hook, end hook, countersink, seam thickness, seam juncture and overlap
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Operation of equipment and processes may require the use of process control panels and systems
- Services are appropriate to the process to be operated. Typical examples include power, steam, water, vacuum, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify processing requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Prepare/condition product for filling as required
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters to suit filling requirements; cancelling isolation or lockouts as required; and confirming that equipment is clean, correctly configured for filling and seaming requirements, sensors and controls are correctly positioned, any scheduled maintenance has been completed, and that all safety guards are in place and operational
- Start, operate, monitor and adjust the filling process and equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. This may include:
 - fill temperatures
 - headspace
 - vacuum
 - visual appearance of the product
 - line speed/throughput
- Monitor supply and flow of materials to and from the process
- Start, monitor and adjust the closer to confirm alignment and formation of the seam
- Monitor control points and conduct inspections related to the seaming/closing process. This includes confirming that coding is correct
- Take corrective action in response to out-of-specification results
- Conduct product/batch changeovers
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Complete workplace records as required
- Demonstrate shift handover procedure
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Inspect seams
- Collect samples and conduct tests
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of filling and closing. This includes an understanding of the properties and requirements of packaging materials used, hermetic sealing and properties of containers used for this purpose, coding requirements and related legal requirements including product weight
- The flow of this process and the effect of the filling and seaming process on downstream processes
- Basic operating principles of equipment. This may include an operational understanding of main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- Quality characteristics of the filled and closed container. This includes an understanding of seam components and integrity requirements within level of responsibility for inspection
- Effect of raw material characteristics on filling and seaming
- Quality parameters for cans and ends
- Methods used to prepare product for filling
- Effect of process variables such as headspace, fill temperature and vacuum on the process
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters. This includes an understanding of restart procedures following a crash or jam up
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Techniques used to monitor the production/packing process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Contamination/food safety issues associated with filling and seaming and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Product/process changeover procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the process. This includes waste collection and handling

procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and testing procedures. This may include seam inspection procedures
- Cleaning and sanitizing procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRC12A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCIP2A Clean equipment in place
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Production schedule
- Information on equipment capacity and operating parameters
- Specifications, control points and operating parameters
- Filling and closing and related equipment and services
- Materials to be filled as required
- Packaging components/consumables
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required
- Documentation and recording requirements and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPKFFS2A**Operate a form, fill and seal process****Unit Descriptor**

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a form, fill and seal process. This is a primary packaging process to package product into appropriate packaging. It can apply to both aseptic and non-aseptic form and fill processes.

Unit Sector

Packaging

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 1. Prepare the forming, filling and sealing equipment and process for operation | 1.1 Materials and packaging components/consumables are confirmed and available to meet operating requirements
1.2 Cleaning and maintenance requirements and status are identified and confirmed
1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements
1.4 Operating parameters are entered as required to meet safety and production requirements
1.5 Equipment performance is checked and adjusted as required
1.6 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the forming, filling and sealing process | 2.1 The process is started and operated according to workplace procedures
2.2 Equipment is monitored to identify variation in operating conditions
2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements
2.4 Packaging quality and seal integrity are monitored to confirm that specifications are met
2.5 Out-of-specification outcomes are identified, rectified and/or reported to maintain the process within specification
2.6 The workplace meets housekeeping standards
2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the forming, filling and sealing process | 3.1 The appropriate shutdown procedure is identified
3.2 The process is shut down according to workplace procedures
3.3 Maintenance requirements are identified and reported |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Australian Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Forming, filling and sealing equipment may include pumps, gable top fillers, film fillers, hermetic sealers, bulk bag fillers, aseptic packaging, aseptic plastic pouches, aseptic carton systems, aseptic form, fill and seal equipment, aseptic bottle fillers/cappers, bag-in-box fillers, bag forming and filling machines
- Typical containers formed by this process include cartons, pouches, boxes and bags. Where bottles are formed as part of this process, also refer to [PMBPROD211A Operate blow moulding equipment](#) and [PMBPROD270A Operate injection blow moulding equipment](#)
- Packaging may include vacuum packing and Modified Atmosphere Packaging (MAP)
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to [FDFOPTCRM2A Conduct routine maintenance](#)
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Operation of equipment and processes may require the use of process control panels and systems
- Services are appropriate to the process to be operated. Typical examples include power, steam, water, vacuum, inert gas (where gas flushing is used), compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify processing requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary packaging components/consumables and product
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; confirming that equipment is clean and correctly configured for packaging requirements, packaging components/consumables are loaded, sensors and controls are correctly positioned, any scheduled maintenance has been completed, and that all safety guards are in place and operational
- Start, operate, monitor and adjust the forming, filling and sealing process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. This may include monitoring:
 - formation of container/packaging
 - flow rates
 - product weights and volumes
 - fill levels
 - temperature - includes product and sealing temperatures
 - supply of packaging components/consumables
 - packaging quality and seal integrity. This may include testing packaging integrity
- Monitor supply and flow of materials to and from the process
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take forming, filling and sealing process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Prepare forming, filling and sealing equipment for cleaning
- Demonstrate product/process changeovers
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Demonstrate aseptic container preparation/forming, filling and sealing procedures
- Collect samples and conduct tests
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of forming, filling and sealing. This includes an understanding of the purpose and characteristics required of packaging materials used; and the methods used to form packaging, fill and seal product. Where methods involve vacuum or MAP packaging, it includes an understanding of the effect of modified atmosphere on product shelf-life
- Product and packaging coding requirements and related legal requirements including product weight
- Basic operating principles of forming, filling and sealing equipment. This may include an operational understanding of main equipment components; status and purpose of guards; equipment operating capacities and applications; the purpose and location of sensors and related feedback instrumentation; and services required for operation of form, fill and seal equipment used in the workplace
- The flow of processes supplying the forming, filling and sealing process and the effect of process output on downstream processes
- Quality characteristics and requirements of forming, filling and sealing. This may include an understanding of quality requirements of product and packaging components/consumables, requirements of packaging forming stage, filling including fill levels and weights, and requirements of seal formation and integrity. It may require an understanding of integrity testing procedures
- Methods used to monitor the process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters. This includes an understanding of restart procedures following a crash or jam up
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Common causes of variation and corrective action required. This includes an understanding of the effect of variation in both product characteristics and packaging components/consumables on forming, filling and sealing performance
- Food safety hazards and risks associated with forming, filling and sealing and related control measures
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities

- Product/packaging changeover procedures
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the forming, filling and sealing process. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Aseptic container preparation/forming, filling and sealing requirements
- Sampling and testing procedures
- Cleaning and sanitizing procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRC12A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2 A Conduct routine maintenance
- FDFZCSCIP2A Clean equipment in place
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production/packaging schedules
- Information on equipment capacity and operating parameters
- Specifications, control points and operating parameters
- Forming, filling and sealing process and related equipment and services
- Materials and packaging components/consumables to be formed, filled and sealed
- Product
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPKFS2A**Unit Descriptor****Operate a fill and seal process**

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a fill and seal process. This is a primary packaging process to fill product into packaging such as bottles, boxes, drums, bladders and pails. This unit can apply to both aseptic and non-aseptic filling and sealing processes.

Unit Sector

Packaging

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--|--|
| 1. Prepare the filling and sealing equipment and process for operation | <ul style="list-style-type: none"> 1.1 Materials and packaging components/consumables are confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements 1.4 Operating parameters are entered as required to meet safety and production requirements 1.5 Equipment performance is checked and adjusted as required 1.6 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the filling and sealing process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 Packaging quality and seal integrity are monitored to confirm that specifications are met 2.5 Out-of-specification process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards 2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the filling and sealing process | <ul style="list-style-type: none"> 3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Australian Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Filling and sealing equipment may include pumps, fillers including aseptic bottle fillers, hermetic sealers, bag fillers, aseptic packaging, seamers, level detection equipment and conveyors. Related processes depend on product requirements and may include product preparation equipment such as mixers, blenders, carbonators, heat exchangers, chillers, and crystallisers
- Operation of equipment and processes may require the use of process control panels and systems
- Packaging may include vacuum packing and Modified Atmosphere Packaging (MAP)
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to [FDFOPTCRM2A Conduct routine maintenance](#)
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services are appropriate to the process to be operated. Typical examples include power, steam, water, vacuum, inert gas (where gas flushing is used), and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify filling and packaging requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary packaging components/consumables, product and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; and confirming that equipment is clean, correctly configured for packaging requirements, packaging components/consumables are loaded, sensors and controls are correctly positioned, any scheduled maintenance has been completed, and that all safety guards are in place and operational
- Start, operate, monitor and adjust the filling and sealing process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. This may include monitoring:
 - flow rates
 - product weights and volumes
 - fill levels
 - times and temperatures - includes product and sealing temperatures
 - supply of packaging components/consumables
 - packaging quality and seal integrity. This may include testing seal integrity
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take filling and sealing process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Prepare filling and sealing equipment for cleaning
- Demonstrate product/process changeovers
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Demonstrate aseptic filling and sealing procedures
- Collect samples and conduct tests
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of filling and sealing. This includes an understanding of the purpose and characteristics required of packaging materials used and the method used to fill and seal product. Where methods involve vacuum or MAP packaging, it includes an understanding of the effect of modified atmosphere on product shelf-life
- Product and packaging coding requirements and related legal requirements including product weight
- Basic operating principles of filling and sealing equipment. This may include an operational understanding of main equipment components; status and purpose of guards; equipment operating capacities and applications; the purpose and location of sensors and related feedback instrumentation; and services required for operation of filling equipment used in the workplace
- The flow of processes supplying the filling and sealing process and the effect of outputs on downstream processes
- Quality characteristics and requirements of filling and sealing. This may include an understanding of quality requirements of product and packaging components/consumables, requirements of filling including fill levels and weights, requirements of seal formation and integrity. It may require an understanding of integrity testing procedures
- Methods used to monitor the process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters. This includes an understanding of procedures to clear a breach and restart following a crash or jam up as appropriate
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Common causes of variation and corrective action required. This includes an understanding of the effect of variation in both product and packaging components/consumables on filling and sealing performance. For example, it may include an understanding of the effect of temperature variation on the filling process
- Food safety hazards and risks associated with filling and sealing and related control measures
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage

- Isolation, lock out and tag out procedures and responsibilities
- Product/packaging changeover procedures
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the filling and sealing process. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Aseptic filling and sealing requirements
- Sampling and testing procedures
- Cleaning and sanitizing procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRC12A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCIP2A Clean equipment in place
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production/packaging schedules
- Information on equipment capacity and operating parameters
- Specifications, control points and operating parameters
- Filling and sealing process and related equipment and services
- Materials and packaging components/consumables to be formed and filled
- Product
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPKHSW2A**Operate a high speed wrapping process****Unit Descriptor**

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a primary packaging process using high speed wrapping equipment to enclose product in a sealed, airtight film/cello package.

Unit Sector

Packaging

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|---|
| 1. Prepare the wrapping equipment and process for operation | 1.1 Materials and packaging components/consumables are confirmed and available to meet production requirements
1.2 Pre-start checks are carried out on process and related equipment to confirm readiness for use
1.3 Packaging components/consumables are loaded/positioned to meet requirements
1.4 Parameters are set to meet safety and packaging requirements |
| 2. Operate and monitor the wrapping process | 2.1 The process is started and operated according to workplace procedures
2.2 Equipment is monitored to identify variation in operating conditions
2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements
2.4 Packaging quality and seal integrity is monitored to confirm that specifications are met
2.5 Out-of-specification process outcomes are identified, rectified and/or reported to maintain the process within specification
2.6 The workplace meets housekeeping standards
2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the wrapping process | 3.1 The appropriate shutdown procedure is identified
3.2 The process is shut down according to workplace procedures
3.3 Maintenance requirements are identified and reported |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Australian Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- A high speed wrapping process and related equipment may include conveyor systems transferring product to and from wrappers, wrapper, check weighers, metal detectors and ink jet coders. Related processes typically involve secondary packing into boxes, bags or other containers
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Operation of equipment and processes may require the use of process control panels and systems

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify wrapping requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary packaging materials/film/cello and product. This may include inspecting the quality of both product and wrapping material to confirm that standards are met
- Conduct pre-start checks. This may involve inspecting equipment and conveyor belt condition to identify any signs of wear; selecting appropriate settings and/or related parameters to suit product type; cancelling isolation or lockouts as required; confirming that equipment is clean and correctly configured for packaging requirements, packaging components/consumables are loaded/threaded, electronic eyes and sensors are correctly positioned, all safety guards are in place and operational, and coders are correctly set for date and product requirements
- Start, operate, monitor and adjust wrapping equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. This may include monitoring:
 - product alignment
 - product weights
 - packaging quality
 - packaging and product alignment
 - seal integrity. This may include testing packaging integrity
 - codes-correct content and clarity/legibility
- Monitor flow of product to and from the process
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take high speed wrapping process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Prepare wrapping equipment and conveyors for cleaning
- Demonstrate product/packaging changeovers
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems

- Collect samples and conduct tests
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of wrapping. This includes an understanding of the properties and requirements of packaging materials used, coding requirements and related legal requirements including product weight
- Basic operating principles of wrapping equipment. This may include an operational understanding of main equipment components such as conveyors and related guides and alignment adjustments; purpose and location of electronic eyes and sensors; status and purpose of guards; equipment operating capacities and applications; and services required for operation of wrapping equipment used in the workplace
- The flow of product to the wrapping process and the effect of outputs on downstream processes
- Quality characteristics and requirements of product to be wrapped, wrapping materials and the final wrapped product
- Methods used to monitor the process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Common causes of variation and corrective action required. This includes an understanding of the effect of variation in both product and packaging components/consumables on performance
- Contamination/food safety hazards and risks associated with the wrapping process and related control measures
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Product/packaging changeover procedures
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the filling and wrapping process. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and testing procedures

- Cleaning and sanitizing procedures

Relationship with other standards**Pre-requisite units**

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRC12A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production/packaging schedules
- Information on equipment capacity and operating parameters
- Specifications, control points and operating parameters
- High speed wrapping machine and related equipment and services
- Materials to be wrapped, cello/film and other packaging components/consumables
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPKPM1A

Pack product manually

Unit Descriptor

This is a Specialist unit. It covers the skills and knowledge required to pack product manually. Packing may be into primary or secondary (inner or outer) packaging.

Unit Sector

Packaging

ELEMENT

PERFORMANCE CRITERIA

- | | |
|----------------------------|--|
| 1. Prepare to pack product | 1.1 Packaging requirements are identified |
| | 1.2 Packaging consumables are checked against product type |
| 2. Manually pack product | 2.1 Product is packed to meet customer and order specifications |
| | 2.2 Unacceptable packaging consumables, product and/or packed products are identified, removed and corrected or reported |
| | 2.3 The workplace meets housekeeping standards |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Workplace information may include work instructions/operating procedures (SOPs), specifications, production schedules, labels and codes, safety signs and symbols, materials safety data sheets (MSDSs), standard forms, verbal messages, requests or instructions
- When applied to the pharmaceutical industry, relevant GMP codes apply and reference to food safety is replaced by GMP
- Packing may be into primary or secondary (inner or outer) packaging and can include but is not limited to boxes, tubs, liners, trays and foils
- Product feed may be mobile (conveyors) or stationary. Related equipment may include materials transfer equipment, plastic wrapping, shrink wrappers, taping, banding and strapping equipment, and date coders. These basic items of equipment can be covered by the unit FDFZPRBE1A Operate basic equipment
- Manual packing may include product presentation and placement in packaging

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information on product and packaging requirements and procedures
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of packaging components and consumables appropriate for product type. This may require confirming stock numbers and codes
- Confirm that product is in correct condition to pack. This may require confirming product and date codes and product characteristics such as weight and appearance
- Pace work to meet production requirements
- Pack product to meet specifications. This includes checking positioning of product within packaging, inspecting appearance and confirming that the packaged product meets customer and quality requirements
- Correct and/or report product and/or packaging that is out-of-specification within level of responsibility
- Maintain work area to meet housekeeping standards

May include ability to:

- Operate basic packaging equipment related to manual packing function. This may include materials handling/conveyor equipment, shrink wrappers, banding and strapping equipment
- Stack or place product as required. This can include following stacking configurations
- Clean and sanitize equipment and surfaces
- Complete workplace records as required

Knowledge of:

- Purpose and function of packaging
- Quality requirements of packaging components and consumables, the packing process, and the effect of outputs on both the further stages of packaging and storage, and on the final consumer
- Packaging components and consumables used for each product type
- Packaging and/or wrapping and/or placement procedures for each product type
- Consequences of incorrect procedures or configuration
- Specifications for packing/packaging product and related equipment, components and consumables as required. This includes identifying any special packing/packaging requirements of particular customers
- Storage and handling requirements of product
- Contamination/food safety risks associated with manual packing and related control measures
- Common causes of variation in both product presented for packing and packing components and consumables and corrective action required
- OHS hazards and controls. This includes an understanding of appropriate materials handling techniques related to the role
- Environmental issues and controls relevant to packing. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of equipment used. This may include an operational understanding of main equipment components; status and purpose of guards; emergency stop, isolation and lockout controls; equipment operating capacities and applications; and a knowledge of services required and action to take if services are not available
- Pallet identification and management system where relevant
- Recording procedures and responsibilities

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRBE1A Operate basic equipment
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Production schedule and batch instructions
- Packaging specifications
- Relevant materials, packaging components and consumables, and related equipment
- Workplace records as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPKPP2A

Unit Descriptor

Operate a packaging process

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a packaging process or sub-system. This unit is generic and should be customised for a given process. It should only be selected where no specific packaging unit is available.

Unit Sector

Packaging

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Prepare the equipment and process for operation | <ul style="list-style-type: none"> 1.1 Packaging components/consumables, materials and items to be packaged are confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements 1.4 Operating parameters are entered as required to meet safety and production requirements 1.5 Materials, product and packaging components/consumables are loaded or positioned as required to meet packaging requirements 1.6 Equipment performance is checked and adjusted as required 1.7 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The process is monitored to confirm that specifications are met 2.5 Out-of-specification process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards 2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the process | <ul style="list-style-type: none"> 3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Australian Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- A packaging process may relate to primary and/or secondary packaging activities. It typically requires the operation of a series of related items of equipment to achieve the required outcome. Where a single item of packaging equipment is operated, refer to the unit FDFZPRBE1A Operate basic equipment
- Typical equipment that may form a packaging sub-system includes conveyor systems, filling, sealing, wrapping, thermo-form equipment, casepackers, bundlers, ink jet coders, labellers, palletisers, shrink wrappers and strappers
- Packaging may include vacuum packing and Modified Atmosphere Packaging (MAP)
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Operation of equipment and processes may require the use of process control panels and systems

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify packaging requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary packaging components/consumables, materials and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; setting coders and printers; selecting appropriate equipment settings and/or related parameters; cancelling isolation or lockouts as required; and confirming that equipment is clean and correctly configured for packaging requirements, sensors and controls are correctly positioned, any scheduled maintenance has been completed, and that all safety guards are in place and operational
- Start, operate, monitor and adjust packaging equipment to achieve required outcomes. This may include loading packaging components/consumables and/or product, and monitoring control points such as weights, codes, placement, glue temperatures, alignment and appearance, configuration and seal integrity as required to confirm process remains within specification
- Monitor supply and flow of materials to and from the process
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take packaging equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Demonstrate batch/process changeovers
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Integrity testing of packaging
- Carry out routine maintenance
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of the packaging process. This includes an understanding of the purpose and characteristics required of packaging materials used and the principles of the packaging process used. Where methods involve vacuum or MAP packaging, it includes an understanding of the effect of modified atmosphere on product shelf-life
- Product and packaging coding requirements and related legal requirements including product weight
- Basic operating principles of equipment. This may include an operational understanding of main equipment components; status and purpose of guards; equipment operating capacities and applications; and the purpose and location of sensors and related feedback instrumentation. It also includes knowledge of services required and action to take if services are not available
- The flow of processes supplying the packaging process and the effect of outputs on downstream processes
- Quality characteristics required of the packaging process. This may include an understanding of the seal integrity requirements
- Effect of variation in inputs, which may include packaging components/consumables, materials and/or services, on process performance
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters. This includes an understanding of restart procedures following a crash or jam up
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Methods used to monitor the packaging process. This may include visual inspecting, and measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Contamination/food safety risks related to stages in the packaging process and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the packaging process. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage. This may involve conducting basic equipment referencing
- Product/packaging changeover procedures and responsibilities
- Isolation, lock out and tag out procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the

process. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Routine maintenance procedures
- Packaging integrity testing
- Cleaning and sanitation procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Specifications, control points and operating parameters
- Packaging and related equipment and services
- Materials to be packaged and packaging components/consumables as required
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPKSYS3A**Unit Descriptor****Operate processes in a packaging system**

This is a Specialist unit. It covers the skills and knowledge required to set up, operate and adjust inter-related processes in a packaging system. A system typically involves a series of inter-related processes that must be co-ordinated and concurrently operated to produce the required outcome. Individual processes may be directly operated, automated and/or operated by others.

System operation requires higher level planning and problem solving skills applied to the series of processes than is required when operating an individual unit of equipment or multiple pieces of the same equipment.

Unit Sector

Packaging

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 1. Prepare the packaging system for operation | <ul style="list-style-type: none"> 1.1 Equipment, materials and services are confirmed and available to meet packaging requirements 1.2 Cleaning requirements and equipment status is identified and confirmed 1.3 Machine settings are selected or adjusted as required to meet safety and production requirements 1.4 Operating parameters are entered as required to meet production requirements 1.5 Product and/or packaging components and consumables are loaded or positioned as required to meet packaging requirements 1.6 Pre-start checks are carried out as required by workplace requirements 1.7 Equipment performance is checked and adjusted as required 1.8 Equipment is ready and safe to operate |
| 2. Operate and monitor the packaging system | <ul style="list-style-type: none"> 2.1 The system is started up and operated according to company procedures 2.2 System equipment components are monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The system is monitored to confirm that packaging specifications are met 2.5 Out-of-specification product/packaging outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards |
| 3. Handover packaging system operation | <ul style="list-style-type: none"> 3.1 Workplace records are maintained according to workplace recording requirements 3.2 Handover is carried out according to workplace procedures 3.3 Process operators are aware of system and related equipment status at completion of handover |

- | | |
|---|--|
| 4. Shut down the packaging system | 4.1 The appropriate shutdown procedure is identified
4.2 The system is shut down according to workplace procedures
4.3 Maintenance requirements are identified and reported |
| 5. Contribute to continuous improvement of the system | 5.1 System performance is reviewed against output plan/targets
5.2 Opportunities for system improvement are identified and investigated
5.3 Proposals for improvement are developed and implemented within company planning arrangements, authority levels and according to company procedures |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, performance records and reports
- A system typically involves a series of inter-related processes that must be co-ordinated and concurrently operated to produce the required outcome
- System operation may involve co-ordination of operators of system components
- Handovers may be done in person or via recording/communication systems according to workplace arrangements
- Operation and monitoring of equipment and system processes typically requires the use of control panels and systems
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access production/packaging schedule and related information to identify packaging output and operating requirements. This may involve establishing daily packaging priorities and/or modifying plans to respond to customer requirements
- Liaise with relevant work areas to confirm and/or secure necessary materials, services, equipment and labour to meet production requirements
- Confirm supply of necessary equipment and related attachments, materials and services
- Select, fit and use personal protective clothing and/or equipment
- Set and/or adjust equipment to meet packaging requirements. This includes inspecting equipment condition to identify any signs of wear; confirming selection of appropriate settings and/or related parameters; ensuring that isolation or lockouts are cancelled as required; and confirming that equipment is clean, and correctly configured for packaging requirements, sensors and controls are correctly positioned, any scheduled maintenance has been carried out and that all safety guards are in place and operational. Checks may be done by the system operator or involve observing/supporting others setting and adjusting equipment and conducting pre-start checks
- Load and/or position product, packaging components and consumables as required
- Operate and monitor the packaging system. This may involve use of a process control system and/or observing/supporting others to follow correct operating procedures
- Monitor materials flow and work-in-progress to and from the packaging system
- Confirm that the packaging system operates within specified parameters and inspection/control points are monitored
- Determine responses to out-of-specification packaging or non-conformance within level of responsibility
- Monitor operating efficiencies of the system and investigate, resolve and/or report problems
- Plan scheduled events to minimise disruption to production
- Conduct/co-ordinate product/packaging changeovers
- Conduct/co-ordinate shift handovers
- Review and maintain procedures to support system improvements
- Maintain work area to meet housekeeping standards

Knowledge of:

- Purpose and basic principles of the packaging system. This includes an understanding of the process flow and the inter-relationships of each previous processes that can affect packaging outcomes, packaging technology, and packaging equipment components
- Basic operating principles of equipment and related accessories used by the system. This includes a knowledge of equipment adjustment points, status and purpose of guards, and range and location/alignment requirements of sensors and related feedback instruments
- Operating capacities of equipment used in the system. This may include an awareness of different types of equipment and/or components as required by processing/packaging operations
- Related systems and responsibilities for interaction. These typically include related production and further packaging/storage stages, services supply, maintenance, laboratory/quality assurance and planning and scheduling
- Technical knowledge of product/packaging characteristics and the main factors that impact on shelf-life
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Relevant procedures, specifications and operating parameters for the system and the individual processes
- Isolation, lock out and tag out procedures and responsibilities
- Hazards, risks, controls and methods for monitoring processes within the system. This includes health and safety, food safety, quality and environmental hazards and risks
- Workplace system and approach to equipment maintenance
- Process improvement procedures and related consultative arrangements
- Troubleshooting procedures and problem solving techniques
- Communication responsibilities to inform related work areas/support functions and other shifts of operational status and production issues
- Procedures and responsibility for reporting production and performance information

Relationship with other standards

Pre-requisite units

At least two specialist units at AQF 2 relevant to the system operated are pre-requisites for this unit, except where this unit is applied to a Plant Baking or Retail Baking qualification where no pre-requisite units from AQF 2 apply.

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDZPRCI2A Operate a process control interface
- FDFOPTSM3A Support and mentor individuals and groups

Resources required for assessment

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

- Personal protective clothing and equipment
- Production schedule and related advice on system requirements
- Information on equipment capacity and operating parameters
- Packaging system equipment and related accessories and services
- Product, packaging components and consumables as required by the process
- Communication and recording systems and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFPHGMP1A**Follow work procedures to maintain Good Manufacturing Practice****Unit Descriptor**

This is a Core unit for pharmaceutical processing. It covers the skills and knowledge required to comply with relevant Good Manufacturing Practice (GMP) codes and workplace quality standards.

Unit Sector

Pharmaceutical

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--|--|
| 1. Identify requirements of GMP related to own work | 1.1 Sources of information on GMP requirements are located
1.2 GMP requirements and responsibilities related to own work are identified |
| 2. Observe personal hygiene and conduct to meet GMP requirements | 2.1 Personal hygiene meets GMP requirements
2.2 Clothing is prepared, used, stored and disposed of according to GMP and workplace procedures
2.3 Personal movement around the workplace complies with area entry and exit procedures |
| 3. Follow GMP requirements when carrying out work activities | 3.1 GMP requirements are identified
3.2 Work area, materials, equipment and product are routinely monitored to ensure compliance with GMP requirements
3.3 Raw materials, product and packaging components are handled according to GMP and workplace procedures
3.4 Contamination is identified and appropriate control measures are followed relating to work responsibilities and according to GMP requirements
3.5 Processes, practices or conditions which are not consistent with GMP are identified and reported according to workplace reporting procedure
3.6 The workplace is maintained in a clean and tidy order to meet GMP housekeeping standards |
| 4. Complete workplace documentation to support GMP | 4.1 Documentation and recording requirements are identified
4.2 Information is recorded according to workplace reporting procedures to meet GMP requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes relevant Good Manufacturing Practice (GMP) codes; the Therapeutic Goods Act; labelling, weights and measures legislation; and legislation covering environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Responsibility for applying Good Manufacturing Practice relates to the person's work area
- Reporting systems may include electronic and manual data recording and storage systems

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Locate and follow workplace information relating to GMP responsibilities
- Maintain personal hygiene consistent with GMP
- Follow workplace procedures when moving around the workplace and/or from one task to another to maintain GMP
- Use, store and dispose of appropriate clothing/footwear as required by work tasks and consistent with GMP
- Carry out relevant checks and inspections as required. This may include visual checks and inspections on equipment and/or raw materials, product, packaging components and processing conditions relevant to own work
- Identify and respond to out-of-specification or unacceptable conditions or performance. This may include making adjustments within level of responsibility and/or reporting
- Follow GMP when carrying out work functions
- Identify and report situations that do or could compromise GMP
- Handle and/or dispose of out-of-specification or contaminated materials, packaging components/consumables and product, waste and recyclable material according to GMP as required by work responsibilities
- Maintain the work area in a clean and tidy state
- Identify and report signs of pest infestation

Knowledge of:

- The role of GMP in preventing contamination, its relationship to legislative responsibilities and potential implications of non-compliance
- The relationship between the Code of Good Manufacturing Practice and workplace procedures, systems and processes
- GMP personnel and their respective responsibilities
- Personal role, responsibility and accountability for implementing GMP
- Sources of advice on GMP requirements for own work
- Personal clothing and footwear requirements for working in and/or moving between work areas
- Personal clothing use, storage and disposal requirements
- Common types and sources of contamination that occur in the work area
- Control methods and procedures used in the work area to maintain GMP. This includes an understanding of the purpose of control, the consequence if not controlled and the method of control where relevant
- Monitoring, inspection and checking procedures relating to process control requirements
- Standards for materials, equipment and utensils used in the work area
- Evidence of out-of-standard or unacceptable performance
- Action required in the event of non-compliance
- Storage and handling requirements for raw materials, packaging components and product relevant to work role
- Housekeeping requirements and responsibilities relating to own work. Where relevant this includes use and storage of housekeeping/cleaning equipment
- Waste collection, recycling and handling procedures relevant to own work responsibilities
- Responsibilities for reporting and recording quality information

Relationship with other standards**Pre-requisite units**

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

Co-assessment of related units

This unit should be assessed together with other units of competence relevant to the work role. This may include:

- FDFCORQAS1A Follow work procedures to maintain quality

Resources required for assessment

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

- GMP information relating to the workplace
- Related work instructions and procedures
- Work tasks and responsibilities
- Appropriate protective clothing
- Reporting and monitoring systems

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFPHGMP2B Implement Good Manufacturing Practice procedures

Unit Descriptor

This is a Core unit for pharmaceutical processing. It covers the skills and knowledge required to comply with relevant Good Manufacturing Practice (GMP) codes through the implementation of workplace GMP and quality procedures.

Application of the Unit

This unit applies to all production and packaging operators working in the pharmaceutical sector.

Unit Sector

Pharmaceutical

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Identify requirements of GMP related to own work | 1.1 Sources of information on GMP requirements are located
1.2 GMP requirements and responsibilities related to own work are identified |
| 2. Ensure that personal hygiene and conduct meets GMP requirements | 2.1 Personal hygiene meets GMP requirements
2.2 Clothing is prepared, used, stored and disposed of according to GMP and workplace procedures
2.3 Personal movement around the workplace complies with area entry and exit procedures |
| 3. Implement GMP requirements when carrying out work activities | 3.1 Work area, materials, equipment and product are routinely monitored to ensure compliance with GMP requirements
3.2 Raw materials, packaging components and product are handled/stored according to GMP and workplace procedures
3.3 Workplace procedures to control resource allocation are followed to meet GMP requirements
3.4 Common forms of contamination are identified and appropriate control measures are followed according to GMP requirements
3.5 The workplace is maintained in a clean and tidy order to meet GMP housekeeping standards
3.6 Out-of-specification or contaminated materials, packaging components/consumables and product, waste and recyclable materials are handled and disposed of according to GMP requirements and workplace procedures
3.7 Signs of <i>unacceptable plant or equipment condition</i> are identified and reported |
| 4. Participate in improving GMP | 4.1 Processes, practices or conditions which could result in non-compliance with GMP are identified and reported according to workplace reporting requirements
4.2 Corrective action is implemented within level of responsibility
4.3 GMP issues are raised with designated personnel |

- | | | |
|--|------------|---|
| 5. Complete workplace documentation to support GMP | 5.1
5.2 | Documentation and recording requirements are identified
Information is recorded according to workplace reporting procedures to meet GMP requirements |
|--|------------|---|

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills:

Ability to:

- Locate and follow workplace information relating to GMP responsibilities
- Identify and report situations that do or could compromise GMP
- Participate in procedures to support GMP within level of responsibility
- Identify and respond to out-of-specification or unacceptable raw materials, packaging components, final or part processed product within level of responsibility

Required knowledge:

Knowledge of:

- The role of GMP in preventing contamination, its relationship to **legal requirements** of pharmaceutical manufacturers and potential implications of non-compliance
- GMP arrangements in the workplace. This includes awareness of relevant GMP codes of practice and related workplace policies and procedures to implement these responsibilities
- The relationship between GMP and the quality system, personnel responsible for designing and managing GMP, personal role to maintain GMP, the role of internal and external auditors as appropriate
- Procedures followed to investigate contamination events and performance improvement processes
- Personal clothing and footwear requirements for working in and/or moving between work areas
- Personal clothing use, storage and disposal requirements
- Awareness of common micro-biological, physical and chemical contaminants relevant to the work process. This includes the types of contamination likely to occur including cross-contamination, the conditions under which they occur, possible consequences and control methods to prevent occurrence
- Basic concepts of quality assurance including quality specifications, operating parameters, validation procedures and control methods. This includes an understanding of related documentation including Standard Operating Procedures and/or batch instructions
- Control methods and procedures used in the work area to maintain GMP. This includes an understanding of the purpose of control, the consequence if not controlled and the method of control where relevant. It also includes an understanding of the methods used to monitor process control.
- Basic understanding of the properties, handling and storage requirements of raw materials, packaging components and final product handled and used
- Standards for materials, equipment and utensils used in the work area
- Procedures for responding to out-of-specification or unacceptable performance/outcomes
- Purpose of keeping records and the recording requirements of GMP. This includes an understanding of product and materials traceability procedures
- Housekeeping requirements and responsibilities relating to own work. Where relevant this includes use and storage of housekeeping/cleaning equipment
- Waste collection, recycling and handling procedures relevant to own work responsibilities
- Responsibilities for reporting and recording quality information

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Work activities	Work activities are carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements
Unacceptable plant or equipment condition	Unacceptable plant or equipment condition can include: <ul style="list-style-type: none"> • Damage to plant or equipment • Failure of cleaning regime • Signs of pest infestation
Legal requirements	Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes relevant the Therapeutic Goods Act, Good Manufacturing Practice (GMP) codes, and other legislation and codes relevant to product and market. It also includes legislation relating to environmental management, occupational health and safety, anti-discrimination and equal opportunity.

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Overview of assessment	Assessment may occur in a real or simulated pharmaceutical or complementary medicine manufacturing workplace where the assessment environment provides access to workplace documentation related to GMP together with a range of commercial production/packaging equipment and activities typical of commercial manufacturing businesses and that meet the requirements of the Therapeutic Goods Act.
Resources for assessment	Workplace documentation relating to GMP Real or simulated workplace context.
Pre-requisite units	There are no pre-requisite units for this unit.
Overlap with related units	This unit is a core requirement for all pharmaceutical operators at AQF 2 and could be assessed concurrently with other operational units.

Method of assessment

Assessors must be satisfied that the person can consistently perform the unit as a whole, including all elements, performance criteria, and required skills and knowledge. A holistic approach should be taken to the assessment.

Assessment of this unit would typically involve questioning and workplace observation. It may involve additional collection of evidence from a range of sources such as third party reports.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

GMP is an ongoing and routine aspect of work responsibilities. Assessors should collect sufficient evidence to ensure that the skills and knowledge of this unit are routinely applied to the work environment.

Assessment must require the candidate to identify and demonstrate responsibilities for implementation of GMP in the workplace.

FDFPHGMP3A**Monitor the implementation of Good Manufacturing Practice procedures****Unit Descriptor**

This is a Core unit for pharmaceutical processing. It covers the skills and knowledge required to provide a leadership role in supporting day-to-day implementation of Good Manufacturing Practices (GMP) in a work area. It also involves supporting others to implement the requirements of GMP. This unit applies to those with formal responsibility for others, and to those required to model workplace policies and procedures but who have no formal management role.

Unit Sector

Pharmaceutical

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--|--|
| 1. Ensure others in the work area are able to meet GMP requirements | 1.1 Relevant clothing and equipment appropriate to work requirements are available, functional and correctly fitted
1.2 Advice on GMP responsibilities and procedures is accessible and clearly explained
1.3 GMP control measures used in the work area can be identified by those in the work area
1.4 Mentoring and coaching support is available to support individuals/groups to implement GMP and related procedures
1.5 Training needs are identified and addressed within level of responsibility |
| 2. Monitor personal hygiene and conduct of team members in the work area | 2.1 Personal hygiene of work team meets GMP requirements
2.2 Clothing is prepared, used, stored and disposed of according to GMP and workplace procedures
2.3 Personal movement around the workplace complies with area entry and exit procedures |
| 3. Monitor implementation of GMP requirements in the work area | 3.1 GMP procedures in the work area are clearly defined, documented and followed
3.2 Non-compliance with identified procedures is reported and addressed within level of responsibility
3.3 Personal behaviour is consistent with workplace policies and procedures that support GMP
3.4 Workplace procedures to control resource allocation and process are followed to meet GMP requirements
3.5 GMP non-conformance is identified and reported according to workplace procedure
3.6 GMP information is recorded to meet workplace reporting requirements
3.7 The workplace is maintained in a clean and tidy order to meet GMP housekeeping standards |
| 4. Contribute to validation processes | 4.1 Validation practices and procedures are reviewed in consultation with relevant personnel
4.2 Validation results and issues are identified and corrective action taken within level of responsibility
4.3 Documentation and recording requirements meet GMP code and company requirements |

- | | | | |
|----|--|-----|--|
| 5. | Take corrective action in response to GMP non-compliance | 5.1 | Processes, practices or conditions which could result in non-compliance with GMP are identified and reported according to workplace reporting requirements |
| | | 5.2 | Corrective action is taken in accordance within level of responsibility |
| | | 5.3 | GMP issues are raised with designated personnel |
| 6. | Maintain and improve GMP in the work area | 6.1 | Processes or conditions which could result in non-conformance with GMP are identified, reported and corrected within level of responsibility |
| | | 6.2 | Matters raised relating to GMP are promptly resolved and/or referred to appropriate personnel |
| | | 6.3 | Effectiveness of control measures are monitored within level of responsibility |
| | | 6.4 | Others in the work area are advised of GMP matters relevant to work role |
| | | 6.5 | Changes to documentation are proposed in accordance with workplace procedures to maintain GMP |
| | | 6.6 | GMP audits are conducted to meet company and legislative requirements |
| | | 6.7 | Action is taken to respond to audit recommendations within level of responsibility |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes relevant Good Manufacturing Practice (GMP) codes; the Therapeutic Goods Act; labelling, weights and measures legislation; and legislation covering environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Responsibility for applying Good Manufacturing Practice relates to the person's work area
- Products/materials handled and stored can include raw materials, packaging components and consumables, part-processed product, finished product and cleaning materials
- Reporting systems may include electronic and manual data recording and storage systems

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Communicate information about GMP requirements and related procedures to others in the work area. This requires demonstration of two-way communication including active listening and constructive response to feedback
- Provide access to GMP documentation
- Model personal conduct and work activities to meet requirements of GMP
- Identify control points in work area and demonstrate monitoring techniques used
- Support others to identify control points and demonstrate monitoring and control methods
- Support others to follow GMP procedures. This includes validation procedures within level of responsibility
- Ensure that appropriate and timely action is taken in response to non-compliance
- Determine action required to respond to GMP non-compliance within level of responsibility
- Participate in consultation processes to improve GMP. This may include investigating actual and potential GMP non-compliance
- Participate in and/or review practices and procedures to prevent or minimise the likelihood of unacceptable performance
- Ensure that housekeeping standards are maintained and that equipment is in operational order. This may include participating in the management of equipment calibration
- Monitor the recording of GMP information to confirm that records accurately reflect performance and meet the requirements of the workplace and legislation

Knowledge of:

- The role of GMP in preventing contamination, its relationship to legislative responsibilities and potential implications of non-compliance
- GMP arrangements in the workplace. This includes awareness of relevant GMP codes of practice and related workplace policies and procedures to implement these responsibilities
- The relationship between GMP and the quality system, personnel responsible for designing and managing GMP, personal role to maintain GMP, the role of internal and external auditors as appropriate
- Procedures followed to investigate contamination events and performance improvement processes
- Clothing and footwear requirements for working in and/or moving between work areas
- Current technical and process knowledge required to monitor GMP and participate in investigating GMP non-compliance within level of responsibility. This includes an understanding of common micro biological, physical and chemical contaminants; conditions under which types of contamination are likely to occur; related control methods; and validation procedures and responsibilities
- Basic concepts of quality assurance including quality specifications, operating parameters, validation procedures and control methods. This includes an understanding of related documentation including Standard Operating Procedures and/or batch instructions
- Control methods and procedures used in the work area to maintain GMP. This includes an understanding of the purpose of control, the consequence if not controlled and the method of control where relevant. It also includes an understanding of the methods used to monitor process control
- Purpose and requirements of validation procedures and purpose of equipment calibration
- Recall and traceability procedures relevant to work area
- GMP responsibilities and requirements relating to the work area
- Properties, handling and storage requirements of raw materials, packaging components and final product handled and used in the work area
- Standards for materials, equipment and utensils used in the work area
- Procedures for responding to out-of-specification or unacceptable performance/outcomes. This includes procedures for identifying and isolating or quarantining materials or product of unacceptable quality
- Documentation system and procedures. This includes record keeping to meet both company and legal requirements, procedures for developing and/or reviewing workplace procedures and document control systems used in the workplace

- Auditing arrangements, roles and responsibilities as they relate to own work responsibilities. This may include an understanding of the purpose and process for internal and external audit processes
- Appropriate communication skills and techniques to convey information appropriate to audience
- Housekeeping requirements and responsibilities relating to own work. Where relevant this includes use and storage of housekeeping/cleaning equipment
- Waste collection, recycling, handling and disposal. This may include handling/disposal requirements for different types of waste such as hazardous waste where relevant

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with other units of competence relevant to the work role. This may include:

- FDFOPTPAP3A Participate in an audit process
- FDFIMMIA4A Manage internal audits

Resources required for assessment

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

- GMP information relating to the workplace
- Quality policy, system and procedures
- Work area or system in which GMP are to be monitored
- Personal protective clothing and equipment as required
- Review/audit arrangements
- Reporting and monitoring systems

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPMBM1A

Prepare basic mixes

Unit Descriptor

This is a Specialist unit. It covers the skills and knowledge required to combine ingredients and additives in the correct quantities and to operate mixing and blending equipment to prepare basic mixes. Basic mixes include mixes made using pre-mix ingredients and/or where the knowledge of ingredient sequencing and ingredient characteristics is minimal.

Where a detailed understanding of ingredient addition methods and sequencing is required it may be more appropriate to use FDZPMBM2A Operate a mixing/blending process.

Unit Sector

Preparation and Mixing

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Prepare for mixing/blending | <ul style="list-style-type: none"> 1.1 Materials are confirmed and available to meet production requirements 1.2 Cleaning requirements and status are identified and confirmed 1.3 Processing/operating parameters for mixing/blending are entered as required to meet production requirements 1.4 Equipment performance is checked and adjusted as required 1.5 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the mixing/blending process | <ul style="list-style-type: none"> 2.1 Ingredients are delivered to the mixer in the required quantities to meet recipe specifications 2.2 The mixing/blending process is started and operated according to workplace procedures 2.3 Equipment is monitored to identify variation in operating conditions 2.4 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.5 The mixing process is monitored to confirm that specifications are met 2.6 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.7 The workplace meets housekeeping standards |
| 3. Shut down the mixing/blending process | <ul style="list-style-type: none"> 3.1 The appropriate shut down procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Mixing/blending equipment may include measuring and weighing equipment such as scales, load cells, dosing equipment, mixers, pumps, and agitators. Common mixer types include ribbon and vertical screw mixers/conveyors
- Materials may include bulk and non-bulk ingredients and additives
- Ingredient addition is typically manual
- Operation of equipment and processes may require the use of simple process control panels
- Services are appropriate to the process to be operated. Typical examples include power, compressed and instrumentation air
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify mixing/blending requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters, cancelling isolation or lockouts as required, and confirming that equipment is clean, correctly configured for processing requirements and that all safety guards are in place and operational
- Add/load materials in correct quantities and sequence. This typically involves manual addition
- Start and monitor the batching/mixing process to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification
- Monitor supply and flow of ingredients to and from the batching/mixing process. This may include visually inspecting quality of ingredients
- Pace mixing/blending to meet production requirements
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow procedures to shut down and clean equipment within level of responsibility
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use simple process control screens

Knowledge of:

- Basic operating principles of equipment used. This may include an operational understanding of main equipment components; status and purpose of guards; emergency stop, isolation and lockout controls; equipment operating capacities and applications; and a knowledge of services required and action to take if services are not available
- The flow of the mixing process and the effect of mix preparation on downstream processes
- Ingredient handling requirements and shelf-life/coding
- Quality characteristics required of ingredients used
- Required attributes of the mixed/blended output such as visual appearance of the mix
- The effect of the mixing/blending parameters such as length of mix time on mixing outcome
- Contamination/food safety risks associated with the process and related control measures. This includes an awareness of product compatibility and cross contamination risks and associated cleaning requirements
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters. This may involve reporting to appropriate personnel
- Procedures and responsibility for reporting production and performance information
- OHS hazards and controls
- Shutdown and cleaning procedures. This includes awareness of isolation, lock out and tag out procedures and responsibilities
- Environmental issues and controls. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Cleaning and sanitation procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Production schedule/batch/recipe instructions
- Specifications, control points and processing parameters
- Mixing/blending process equipment, services and related storage facilities as required
- Ingredients and additives required for the mixing/blending process
- Sampling schedules and test procedures and equipment as required
- Cleaning procedures, materials and equipment as required
- Item of equipment to be operated and relevant materials, consumables and services
- Workplace records as required
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPMDNB2A

Dispense non-bulk ingredients

Unit Descriptor

This is a Specialist unit. It covers the skills and knowledge required to weigh, measure and label non-bulk ingredients to meet production requirements.

Unit Sector

Preparation and Mixing

ELEMENT

PERFORMANCE CRITERIA

- | | |
|-------------------------------------|--|
| 1. Prepare to dispense ingredients | <ul style="list-style-type: none"> 1.1 Materials are inspected to confirm type, quality clearance, quantities and identify any obvious contamination or non-compliance 1.2 Measuring and weighing equipment is selected appropriate to dispensing requirements and checked to confirm readiness for use 1.3 Containers/bags and labels are available as required 1.4 Pre-start checks are carried out as required by workplace requirements |
| 2. Measure and/or weigh ingredients | <ul style="list-style-type: none"> 2.1 Non-bulk ingredients and additives are weighed/measured to meet production requirements 2.2 Dispensed ingredients are labelled according to workplace procedure 2.3 Accuracy of measuring/dispensing equipment is monitored to identify variation in operating conditions 2.4 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.5 Workplace housekeeping standards are maintained |
| 3. Complete the dispensing process | <ul style="list-style-type: none"> 3.1 Dispensing equipment is cleaned according to workplace procedure 3.2 Unacceptable equipment/utensil condition is identified and reported 3.3 Maintenance requirements are identified and reported |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production/dispensing schedules and instructions, batch/recipe instructions, manufacturers' advice, standard forms and reports
- Dispensing equipment may include scales, pipettes, calibrated measuring containers, fume cabinets, labels/printers and related dispensary instrumentation
- Materials dispensed may include non-bulk ingredients and additives. Non-bulk additives may be highly concentrated materials such as colours, flavours, buffered acids and preservatives. Where therapeutic ingredients used are dispensed, refer to the unit [FDFPHDRM2A Dispense pharmaceutical raw materials](#)
- Where preparation requires preparation of dry or liquid pre-mixes, refer to [FDFZPRMBC2A Operate a mixing/blending and cooking process](#)

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify dispensing requirements
- Select, fit and use personal protective clothing and/or equipment. This may include use of breathing apparatus and fume cabinets as required
- Confirm supply of necessary raw materials. This may include checking ingredient type, grade, quantity, use-by codes and quality clearance
- Carry out visual inspections and tests as required to confirm that raw materials are appropriate for use
- Conduct pre-start checks on equipment. This may involve inspecting the condition and cleanliness of equipment and utensils; taring scales and carrying out any related procedures to confirm that equipment is accurately calibrated, and fit for use; and confirming that any scheduled maintenance has been carried out
- Identify out-of-specification or unacceptable ingredient condition and take appropriate corrective action
- Measure materials and additives within specified accuracy range
- Take corrective action in response to out-of-specification results
- Pace dispensing to meet production requirements
- Pack and label dispensed materials as required
- Follow labelling procedures. This typically includes identifying batch numbers, dates of preparation, contents and use-by information
- Reconcile and record materials dispensed against materials released and return unused materials to storage as required
- Clean dispensing equipment and utensils according to workplace procedures
- Respond to and/or report equipment failure within level of responsibility
- Complete dispensing records as required by workplace recording system
- Maintain work area to meet housekeeping standards

May include ability to:

- Use basic equipment to support the dispensing process
- Collect samples and conduct tests

Knowledge of:

- Quality characteristics and related handling requirements of raw materials/ingredients and additives used. This includes an understanding of best-by/use-by codes, ingredient compatibility and common allergens used
- Storage requirements and shelf-life of ingredients and additives. This includes awareness of ingredients with special storage and handling requirements such as hygroscopic ingredients
- Relevant legislative responsibilities and workplace systems for recording and tracing the use of ingredients and additives and related workplace labelling requirements and purpose
- The relationship between the dispensing process and related operations. This includes an understanding of accuracy/tolerance and consequence of error
- Purpose, measuring/accuracy capacity of instrumentation and related equipment calibration responsibilities and procedures
- Control points in the dispensing process
- Contamination/food safety issues associated with dispensing and related control measures
- Procedures for requisitioning, receiving and returning ingredients from stores
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- OHS hazards and controls. This includes an awareness of the limitations of protective clothing and equipment relevant to the work process
- Cleaning, care and storage of equipment and instrumentation used
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the dispensing process. This includes waste collection and handling procedures related to the process

May include knowledge of:

- Sampling and testing

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFZPRBE1A Operate basic equipment
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production schedules, batch/recipe instructions
- Information on equipment/instrumentation capacity and operating parameters
- Dispensing schedule/batch instructions
- Dispensing instrumentation and equipment
- Containers/bags, labelling and storage facilities
- Raw materials/ingredients and additives to be dispensed
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning and sanitizing procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPMIS1A

Unit Descriptor

Inspect and sort materials and product

This is a Specialist unit. It covers the skills and knowledge required to inspect and sort product/incoming materials ready for processing.

Unit Sector

Preparation and Mixing

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Inspect materials to confirm fitness for use | 1.1 Type and quality requirements of materials are confirmed
1.2 Materials are conveyed/transferred to required locations |
| 2. Sort materials | 2.1 Materials are inspected to confirm quality requirements are met
2.2 Materials are sorted as required to meet production requirements
2.3 Unacceptable quality is identified and reported according to workplace reporting requirements
2.4 The workplace meets housekeeping standards |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Workplace information may include work instructions/operating procedures (SOPs), specifications, production schedules, labels and codes, safety signs and symbols, photos or other visual representations of acceptable quality, standard forms, verbal messages, requests or instructions
- Materials transfer equipment may be mechanical or pneumatic, and may include conveyors, flumes and pumped systems
- Product inspection and sorting may include sizing, quality inspection and sorting/grading. Aspects of these processes may be automated or done using equipment such as sieves. Related processes may include trimming or removal of unacceptable product
- Inspection at this level is typically limited to visual inspection
- Related processes may include washing/cleaning product

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information on materials specification/quality requirements
- Select, fit and use personal protective clothing and/or equipment
- Inspect quality of materials to confirm compliance with quality specifications. This may include confirming:
 - product type and quantity
 - product condition - this may include identifying any bruising, discolouration or other damage, confirming product is clean, and checking size/weight
- Identify out-of-specification or non-conforming product and follow procedures to separate unacceptable product
- Respond to and/or report equipment failure within level of responsibility
- Maintain work area to meet housekeeping standards

May include ability to:

- Complete workplace records as required
- Demonstrate procedures for operating materials transfer equipment as required
- Wash/clean raw materials or product

Knowledge of:

- Purpose and standards to be met by the inspection and sorting process. This includes a detailed understanding of the criteria and specifications as they apply to inspection and sorting requirements
- The relationship between visual inspection and sorting and other inspection procedures such as those that may be conducted by a laboratory or at subsequent processing stages
- Typical causes of unacceptable or out-of-specification product. This includes causes of product damage that can occur prior to arrival at the plant and as part of the handling process
- The stages that occur in the inspection and sorting process and their effect on product. This may include in-line cleaning/conditioning and product/materials transfer stages
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Contamination/food safety risks associated with the sorting process and related control measures
- OHS hazards and controls. This includes awareness of the limitations of protective clothing and equipment relevant to the work process
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to equipment operation. This includes waste collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of equipment used. This may include an operational understanding of main equipment components; status and purpose of guards; emergency stop, isolation and lockout controls; equipment operating capacities and applications; and a knowledge of services required and action to take if services are not available
- Recording procedures and responsibilities
- Washing/cleaning requirements and standards

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRBE1A Operate basic equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Production schedule and batch instructions
- Quality criteria, specifications and inspection procedures
- Materials handling system and product to be inspected
- Related inspection equipment as required
- Documentation and recording requirements and procedures
- Workplace records as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPMMB2A

Unit Descriptor

Operate a mixing/blending process

This is a Specialist unit. It covers the skills and knowledge required to combine ingredients and additives in the correct quantities and sequence and to operate and shut down mixing and blending equipment to achieve the required mix characteristics. Mixes may include concentrated pre-mixes or bulk blends. The output of this process may be a product requiring further processing or for external use.

This unit is appropriate to select where the mixing/blending process is a stand-alone process and involves an understanding of addition method and sequence. Where mixing is an in-line component of a larger process, this unit is not appropriate. Where the mixing process does not require a detailed understanding of sequencing or ingredient characteristics, the unit FDZPMBM1A Prepare basic mixes may be more appropriate.

Unit Sector

Preparation and Mixing

ELEMENT

PERFORMANCE CRITERIA

1. Prepare the mixing/blending equipment and process for operation

- 1.1 Materials are confirmed and available to meet production requirements
- 1.2 Pre-mixes are prepared as required
- 1.3 Cleaning and maintenance requirements and status are identified and confirmed
- 1.4 Machine components and related attachments are fitted and adjusted to meet operating requirements
- 1.5 Processing/operating parameters are entered as required to meet production requirements
- 1.6 Equipment performance is checked and adjusted as required
- 1.7 Pre-start checks are carried out as required by workplace requirements

- 2. Operate and monitor the mixing/blending process
 - 2.1 Ingredients and additives are delivered to the mixer in the required quantities and sequence to meet recipe specifications
 - 2.2 The mixing/blending process is started and operated according to workplace procedures
 - 2.3 Equipment is monitored to identify variation in operating conditions
 - 2.4 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements
 - 2.5 The mixing process is monitored to confirm that specifications are met
 - 2.6 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification
 - 2.7 Mix is transferred to required production or storage location
 - 2.8 The workplace meets housekeeping standards
 - 2.9 Workplace records are maintained according to workplace recording requirements

- 3. Shut down the mixing/blending process
 - 3.1 The appropriate shutdown procedure is identified
 - 3.2 The process is shut down according to workplace procedures
 - 3.3 Maintenance requirements are identified and reported

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, consignment notes, verification procedures and standard forms and reports
- Mixing/blending equipment may include measuring and weighing equipment such as scales, load cells, dosing equipment, mixers, pumps, in-line homogenisers, conveyors, bulk materials transfer and materials handling equipment, and storage facilities. Common mixer types include ribbon and vertical screw mixers/conveyors
- Mixes can include concentrated pre-mixes, pastes and cocktails, and bulk mixes/blends. Materials may include bulk and non-bulk ingredients and additives
- Where this unit applies to preparation of dough, related processes may include extruding, stamping and cutting. Where this unit applies to cake and confectionery mix preparation, related processes may include aeration
- Ingredient addition may involve operation of automatic materials transfer equipment, dosing equipment and/or be manually loaded
- Operation of equipment and processes may require the use of process control panels and systems
- Services are appropriate to the process to be operated. Typical examples include power, steam, fuel, vacuum, and compressed and instrumentation air
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to [FDFOPTCRM2A Conduct routine maintenance](#)
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify mixing/blending requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters, cancelling isolation or lockouts as required; and confirming that equipment is clean and correctly configured for processing requirements, sensors and controls are correctly positioned, any scheduled maintenance has been carried out and that all safety guards are in place and operational
- Add/load materials in correct quantities and sequence. This may involve monitoring automatic ingredient addition and/or manual addition
- Start, monitor and adjust mixing/blending process equipment as required to achieve required outcomes. This may include monitoring flow rates/quantity, time/temperature and mix/blending settings. It also includes monitoring control points and conducting inspections as required to confirm process remains within specification
- Monitor supply and flow of ingredients and additives to and from the mixing/blending process
- Pace mixing/blending to meet production requirements
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Complete workplace records as required
- Demonstrate batch/product changeovers
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Collect samples and conduct tests
- Label and store pre-mixes and/or mixes
- Conduct routine maintenance
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of preparing mixes and blends. This includes an understanding of the characteristics and basic function of ingredients and additives used, and method and sequence of ingredient addition required to achieve required blend characteristics. It may also include an understanding of the purpose of conditioning, maturation or holding stages required prior to further processing of the mix
- Basic understanding of specific gravity and bulk density as appropriate for ingredients used
- Basic operating principles of mixing/blending equipment. This may include an operational understanding of main equipment components, status and purpose of guards; equipment operating capacities and applications; the purpose and location of sensors and related feedback instrumentation; and awareness of calibration schedules for scales and related weighing/measuring equipment. It also includes knowledge of services required and action to take if services are not available
- The flow of the mixing process and the effect of mix preparation on downstream processes
- Procedures for requisitioning, receiving and returning ingredients from stores
- Ingredient handling requirements and shelf-life/coding
- Quality characteristics required of ingredients and additives and their effect on mixing process performance. This may include methods used to condition or prepare ingredients prior to addition
- Methods used to monitor the blending/mixing process. This may include inspecting, measuring, and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements. Monitoring may include
 - flow rates
 - ingredient/additive addition sequence
 - times/temperatures and agitator speeds
 - required characteristics of blend - typical requirements may include viscosity, appearance and temperature
- Required attributes of the mixed/blended output. This may include a basic understanding of chemical, texture and flavour profiles as required
- The effect of the mixing/blending parameters such as temperature and length of mix time on mixing outcome
- Contamination/food safety risks associated with the process and related control measures. This includes an awareness of product compatibility and cross contamination risks and associated cleaning requirements. It may also include a knowledge of any common allergens used in mixes prepared
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters

- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Common causes of variation and corrective action required
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the blending/mixing process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Product/process changeover procedures and responsibilities
- Isolation, lock out and tag out procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the mixing/blending process. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- An understanding of characteristics of solutions, suspensions and emulsions
- Sampling and testing associated with process monitoring and control
- Product labelling and storage requirements
- Routine maintenance procedures
- Cleaning and sanitation procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRC12A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCS2A Clean and sanitize equipment
- FDFZCSCIP2A Clean equipment in place

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production schedules, batch/recipe instructions
- Information on equipment capacity and operating parameters
- Production schedule/batch/recipe instructions
- Specifications, control points and processing parameters
- Mixing/blending process equipment, services and related storage facilities as required
- Ingredients and additives required for the mixing/blending process
- Sampling schedules and test procedures and equipment as required
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPRBE1A

Operate basic equipment

Unit Descriptor

This is a Specialist unit. It covers the skills and knowledge required to use equipment requiring limited application of equipment and process knowledge and limited equipment adjustment. This unit is generic and should be customised for a given piece of equipment.

Unit Sector

Production

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1. Follow workplace procedures to operate equipment | 1.1 Checks are conducted to confirm equipment is ready and safe to operate
1.2 Operating procedures are followed to start and operate equipment to achieve required outcome |
| 2. Monitor and complete equipment operation | 2.1 Equipment is monitored to identify variation in operating conditions
2.2 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements
2.3 Equipment is shut down according to workplace procedure
2.4 The workplace meets housekeeping standards |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements. When applied to the pharmaceutical industry, relevant GMP codes apply and reference to food safety is replaced by GMP
- Workplace information may include work instructions/operating procedures (SOPs), specifications, production schedules, labels and codes, safety signs and symbols, materials safety data sheets (MSDSs), standard forms, verbal messages, requests or instructions
- Operation of equipment and processes may require the use of simple operating panels
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information on equipment operating requirements and procedures
- Select, fit and use personal protective clothing and/or equipment
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; and confirming that equipment is clean and that all safety guards are in place and operational
- Start and operate equipment according to procedure
- Monitor the output of equipment operation against requirements
- Take corrective action in response to out-of-specification results
- Shut down and clean equipment as required
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Maintain work area to meet housekeeping standards

May include ability to:

- Use basic process control screens and panels
- Complete workplace records

Knowledge of:

- Basic operating principles of equipment used. This may include an operational understanding of main equipment components; status and purpose of guards; emergency stop, isolation and lockout controls; equipment operating capacities and applications; and a knowledge of services required and action to take if services are not available
- Quality requirements of materials/consumables used and the effect of variation on outputs
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Contamination/food safety risks associated with equipment operation and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls
- Shutdown and cleaning procedures. This includes awareness of isolation, lock out and tag out procedures and responsibilities
- Environmental issues and controls relevant to equipment operation. This includes waste collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Recording procedures and responsibilities

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Item of equipment to be operated and relevant materials, consumables and services
- Workplace records as required
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPRBP2A**Unit Descriptor****Operate a baking process**

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down processes used to bake and de-pan baked products. This unit covers a range of baked products with the exception of bread. For bread baking competencies refer to the relevant Plant Baking and/or Retail Baking competency standards.

Unit Sector

Production

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|---|
| 1. Prepare the baking equipment and process for operation | <ul style="list-style-type: none"> 1.1 Materials are confirmed and available to meet operating requirements 1.2 Materials are prepared to meet production requirements 1.3 Services are confirmed as available and ready for operation 1.4 Equipment performance and pans are checked and adjusted as required 1.5 The process is set to meet safety and production requirements |
| 2. Operate and monitor the baking process | <ul style="list-style-type: none"> 2.1 The baking process is started and operated according to workplace procedures 2.2 Product is loaded into oven and baked to specification 2.3 Equipment is monitored to identify variation in operating conditions 2.4 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.5 The process is monitored to confirm that specifications are met 2.6 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.7 The workplace meets housekeeping standards 2.8 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the baking process | <ul style="list-style-type: none"> 3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Product includes but is not limited to pastry, biscuits, cake and other dough-based products and may be fresh or frozen
- Equipment may include in-line proofers, ovens, trolleys, oven trays/tins, depanning equipment, cooling tunnels and finishing equipment
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Operation of equipment and processes may require the use of process control panels and systems
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services may need to be confirmed. These depend on the nature of the process. Typical examples include power, steam, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify baking process requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Confirm condition and quality of ingredients
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters, cancelling isolation or lockouts as required; confirming that equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out and all safety guards are in place and operational; and rework bins are positioned. Typical settings and parameters may include:
 - correct oven settings are selected for baking time, oven zone temperatures, conveyor speed, loaders and dischargers, circulation and exhaust fans, water seals, burner controls and steam as required
 - heights, guides and air blowers, and pre-blast conveyor are correctly set
- Start, operate, monitor and adjust process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. This may include monitoring:
 - baking output including quantities and product appearance - colour and sheen, uniformity of shape, weight and size and moisture
 - confirming product is cleanly removed from the pan (depanning stage) and/or belt/band as required
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Demonstrate batch/product changeovers
- Sort, collect, treat, recycle or dispose of waste. This may include clearing dust extractors
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Set up and start up and monitor the proofer. Specific settings may include time and temperature, humidity, and position of the loading arm
- Monitor the proofing process. This may include monitoring dough condition/surface and dough size and height
- Set up and operate finishing equipment. This may include setting topping application equipment, water sprays and splitters. Monitoring typically involves checking appearance to confirm even coverage and/or finish as required by product specification
- Use process control systems
- Collect samples and conduct tests
- Conduct routine maintenance
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of each stage of the baking process. This includes an understanding of the stages of the baking process and changes that occur in the product such as starch gelatinisation, the effect of variables such as time, temperature and humidity, and an understanding of oven zones as appropriate to oven type
- Basic operating principles of equipment. This includes an understanding of the difference between convection and impingement ovens; an operational understanding of main equipment components; status and purpose of guards; equipment operating capacities and applications; and the purpose and location of sensors and related feedback instrumentation. It also includes knowledge of services required and action to take if services are not available
- The flow of the baking process and the effect of outputs on customer satisfaction and downstream processes such as packaging
- Quality requirements of materials and effect of variation on baking process performance
- Quality characteristics to be achieved by the baked product
- Process specifications, procedures and operating parameters for different baked pastry products
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Methods used to monitor the baking process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the baking process and the related procedures and recording requirements. It may involve the ability to conduct dew point and/or wet bulb tests as required
- Contamination/food safety risks associated with the baking process and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls. This includes awareness of risks of spontaneous combustion and limitations of protective clothing and equipment used
- Requirements of different shutdowns as appropriate to the baking process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Baking process changeover procedures and responsibilities

- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the baking process. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Purpose and operating procedures for related processes such as in-line proofing and finishing equipment
- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and testing associated with process monitoring and control
- Routine maintenance procedures
- Cleaning and sanitizing procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRC12A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCIP2A Clean equipment in place
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Specifications, control points and processing parameters
- Production schedule and recipe/batch instructions
- Baking and depanning equipment and services and related equipment as required
- Product to be baked
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPRCI2A**Unit Descriptor****Operate a process control interface**

This is a Specialist unit. It covers the skills and knowledge required to operate a computer-based interface to modify and/or interrogate a control system.

Unit Sector

Production

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--|---|
| 1. Navigate the process control interface | 1.1 Confirm that the control interface and related components are ready for operation
1.2 Use hardware provided to operate the interface
1.3 Use page links to move between screens
1.4 Acknowledge messages and alarms
1.5 Access required information from screen displays
1.6 Record and report interface system malfunctions in accordance with workplace procedures |
| 2. Use interface system to operate and maintain a process within required parameters | 2.1 Start up, monitor and shutdown individual items of equipment and/or processes using the control interface
2.2 Select equipment and alter equipment status, set points or settings to meet operating requirements
2.3 Activate sequences to initiate process operation
2.4 Recognise equipment giving a bad signal or bad measurement and take responsive action |
| 3. Analyse data to predict and control performance | 3.1 Select and analyse trends to identify performance patterns
3.2 Identify causes of abnormal or unacceptable performance and take corrective action
3.3 Record information as required |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company policies and procedures, manufacturers' recommendations, legislative requirements, codes of practice and industrial awards and agreements. Codes of practice include the Sugar Milling Operations Industry Code of Practice
- Workplace information can include Standard Operating Procedures (SOPs) and manufacturers' specifications
- Information accessed may include graphics, trends, parameter settings, alarms and individual plant item status
- Work may require the ability to work within a team environment
- A computer-based interface may consist of computer processor, monitor, keyboards, track ball, mouse, storage devices and printers. It is linked to the process control system

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Use all hardware components to operate the control interface
- Navigate the system to locate and use information required. This includes moving between screens and locating relevant performance data
- Operate the control system using the interface. This includes ability to start up and shut down equipment components and change set points as required
- Locate sensors and instrumentation providing input signals to the control system and confirm operating order within level of responsibility
- Recognise and respond to error messages and alarms as required
- Access relevant performance data using the control system. This includes locating and interpreting performance trend information

May include the ability to:

- Record log information using the interface system

Knowledge of:

- Processes and equipment being controlled. This includes required processing sequences
- Operating principles of process control and interface system. This includes the relationship between control panels and systems and the physical equipment. It also includes understanding of the operating conditions required for accurate information input from sensors and related instrumentation
- Action required to respond to error messages and alarms
- Typical faults that can occur when operating a process control interface and corrective action required
- Performance data collected by the control interface system and its application to troubleshoot performance. This includes the ability to identify and investigate related trend data to track cause and effect
- Recording requirements and responsibilities

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

Other units of competence relevant to the work role should be assessed in conjunction with this unit. This includes the relevant operational unit/s for the process being controlled.

Resources required for assessment

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

- Process control interface hardware and software
- Work station or equipment to be controlled
- Operating procedures and related advice on equipment operation
- Process to be controlled
- Communication systems and equipment
- Workplace information recording systems, requirements and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPRCP2A

Unit Descriptor

Operate a coating application process

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down processes to dust and apply coatings to product.

Unit Sector

Production

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Prepare the coating process for operation | <ul style="list-style-type: none"> 1.1 Materials are confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Processing/operating parameters are entered as required to meet safety and production requirements 1.4 Equipment performance is checked and adjusted as required 1.5 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the coating process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The process is monitored to confirm that specifications are met 2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards 2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the coating process | <ul style="list-style-type: none"> 3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Coating processes include pre-dusting, batter and breading and application of marinades and glazes. These may be configured in sequence and/or involve multiple passes according to coating requirements. Related processes may include batter preparation and crumb preparation. Refer to [FDFZPMBM1A Prepare basic mixes](#) for batter preparation and [FDFZPRRN2A Operate a reduction process](#) for crumb preparation
- Coating materials include pre-dusts - usually finely ground, grain-based material or dry batter; standard batters, tempura batter, wash batter; breaders - including flour, cracker meal, crumb; and marinades and glazes
- Coating application equipment may include dip-type batter applicators, top curtain/ underflow applicators (enrobers), standard breaders (belt-based with compression roller) including single belt (non-flip) and flip applicators, and drum breaders
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to [FDFOPTCRM2A Conduct routine maintenance](#)
- Operation of equipment and processes may require the use of process control panels and systems
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services may need to be confirmed. These depend on the nature of the process. Typical examples include power, steam, water, vacuum, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify processing requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Prepare coating materials as required
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; and confirming that equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust coating equipment to achieve required outcomes. This will depend on the nature of coating materials and may include monitoring:
 - condition of coating materials. This may include checking grit/particle shape and size, checking for dough balls or lumps in flour-based breaders, and monitoring viscosity and temperature of batter-type breaders and glazes
 - condition of product to be coated. This may include shape and temperature
 - product orientation/indexing
 - conveyor positions and speeds
 - drum speed
 - compression roller settings (drum applicator)
 - dip pond levels
 - air blow off settings
 - spread/evenness of coating
- Monitor supply and flow of materials to and from the coating process
- Take corrective action in response to out-of-specification results
- Conduct product/batch changeovers
- Report and/or record corrective action as required
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Prepare equipment for cleaning
- Respond to and/or report equipment failure within level of responsibility
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Prepare breading and glazes
- Use process control systems
- Collect samples and conduct tests
- Conduct routine maintenance
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of coating. This includes an understanding of the purpose of the coating process, the process design and operation to achieve the coating requirements, related requirements of product and coating condition and equipment settings
- Basic operating principles of equipment. This may include an operational understanding of main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- Quality characteristics to be achieved by the coating process
- The flow of the coating process and the effect of product output on downstream processes
- Quality requirements of coating materials and product to be coated and effect of variation on process performance
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Techniques used to monitor the coating process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Contamination/food safety risks associated with the process and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Product/process changeover procedures and responsibilities
- Isolation, lock out and tag out procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the coating process. This includes waste collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and testing associated with process monitoring and control

- Routine maintenance procedures
- Cleaning and sanitation procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with other units of competence relevant to the work role. These may include:

- FDFZPRC12A Operate a process control interface
- FDFZPMBM1A Prepare basic mixes
- FDFZPRRN2A Operate a reduction process
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCIP2A Clean equipment in place
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Production schedule, batch/recipe instructions
- Coating process and related equipment and services
- Coating materials and product
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPRCR2A**Unit Descriptor****Work in a clean room environment**

This is a Specialist unit. It covers the skills and knowledge required to gown-up, enter and work in a clean room environment and de-gown to minimise contamination risks.

Unit Sector

Production

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--|---|
| 1. Prepare to enter a clean room environment | 1.1 Appropriate clothing and footwear are identified and available
1.2 Clothing and footwear are correctly fitted and inspected prior to entering a clean room
1.3 Hand washing and disinfecting procedures are followed according to workplace procedure |
| 2. Work in a clean room environment | 2.1 Follow workplace procedures to enter a clean room environment
2.2 Conduct work activities so as to minimise risk of contamination |
| 3. Exit a clean room environment and de-gown | 3.1 Follow workplace procedures to exit a clean room environment
3.2 Remove protective clothing and footwear according to workplace procedure |

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills:

Ability to:

- Access workplace information to determine clean room work requirements
- Confirm that protective clothing and footwear are appropriate for use
- Follow procedures to fit and inspect protective clothing and footwear
- Follow procedures to enter a clean room environment. This includes following appropriate hand washing and disinfecting procedures and fitting gloves as required
- Conduct work in a manner appropriate to minimising risk of contamination. This includes following procedures for sterilising and disinfecting equipment and surfaces as required
- Exit the clean room environment according to workplace procedures
- Remove protective clothing and footwear in correct sequence and deposit for laundering according to workplace procedures
- Complete records as required
- Maintain work area to meet housekeeping standards

Required knowledge:

Knowledge of:

- Purpose and conditions required in a clean room environment. This includes an understanding of how the clean room maintains a clean environment and related airflow systems
- Preparation and handling requirements for garments and footwear worn in a clean room environment. This includes an understanding of garment features appropriate to a clean room environment and inspection procedure to confirm clothing and footwear are fit for use prior to fitting
- Inspection points to confirm that clothing and footwear are correctly fitted according to workplace procedures
- Procedures to follow if garments are not fit for use
- Clean room control measures and related monitoring requirements. This may include pressure differences between the clean room and change room and knowledge of location of pressure gauges. It may also involve checking operating conditions of ventilation systems
- Entry procedures
- Requirements for conducting work in a clean room and consequences of not complying with these requirements. Typically work is conducted slowly to minimise disturbance of particulates
- Procedures to follow to minimise risk of contamination including cleaning, sanitation, sterilisation and disinfecting of equipment and surfaces
- Conditions which can cause contamination, and control measures to avoid this occurring
- OHS hazards and controls. This includes awareness of the limitations of protective clothing and equipment relevant to the work process
- Procedures for exiting and de-gowning
- Laundering requirements and procedures
- Housekeeping requirements for work area
- Recording requirements and procedures

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, licensing requirements, legislative requirements, and industrial awards and agreements. When applied to the pharmaceutical industry, relevant GMP codes apply and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- A clean room refers to any environmentally graded work area
- Multiple gowning processes may be required
- Protective clothing and footwear are fit for purpose and appropriate to a clean room environment

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Relationship with other standards

Pre-requisite units

The pre-requisite unit for this competency standard is:

- FDFCORFSY2A Implement the food safety program and procedures

or

- FDFPHGMP2B Implement Good Manufacturing Practice procedures

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role.

Resources required for assessment

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

- Protective clothing, footwear and equipment appropriate to a clean room
- Work procedures relevant to working in a clean room environment. This includes those specific to entering and exiting the clean room and to carrying out the relevant work function
- A clean room environment
- Documentation and recording requirements and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPRDTP2A

Operate a depositing process

Unit Descriptor

This is a Specialist unit. It covers the skills and knowledge required set up, operate, adjust and shut down a depositing process to deposit into tins, onto belts or directly onto product, where a further processing outcome is required.

Unit Sector

Production

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Prepare the depositing equipment and process for operation | <ul style="list-style-type: none"> 1.1 Materials are confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements 1.4 Processing/operating parameters are entered as required to meet safety and production requirements 1.5 Equipment performance is checked and adjusted as required 1.6 Pre-start checks are carried out as required by workplace requirements 1.7 Materials are transferred to depositing equipment |
| 2. Operate and monitor the depositing process | <ul style="list-style-type: none"> 2.1 The depositing process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The depositing process is monitored to confirm that specifications are met 2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards 2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the depositing process | <ul style="list-style-type: none"> 3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Australian Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Typical equipment includes depositing hopper, nozzles and manifolds, tins/pans, belts, and lubricant applicators. Related processes may include cooling, further processing, and cutting equipment
- Materials deposited may include batter, cream, jam and fillings as appropriate to product
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to [FDFOPTCRM2A Conduct routine maintenance](#)
- Operation of equipment and processes may require the use of process control panels and systems
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services may need to be confirmed. These depend on the nature of the process. Typical examples include power, steam, water, vacuum, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify depositing processing requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services as required for production. This may include confirming condition of materials including temperature, texture, appearance and holding times prior to use
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters. This may include setting up depositor manifold and controls to meet production requirements and cancelling isolation or lockouts as required. Confirm that related equipment is clean; correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust depositing process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm the process remains within specification. Monitoring may include:
 - maintaining supply of materials to hopper
 - controlling weights
 - checking dimensions and positioning of deposited material
 - visual inspections to identify faults such as unacceptable placement
 - checking pump stroke settings
 - checking line speed
- Monitor supply and flow of materials to and from the depositing process to confirm process remains within specification.
- Demonstrate product changeover procedures
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take depositing process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Collect samples and conduct tests
- Conduct routine maintenance
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of the depositing process. This may include product preparation and conditioning requirements and product depositing
- Basic operating principles of equipment. This may include an operational understanding of main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation. It also includes knowledge of services required and action to take if services are not available
- The flow of the depositing process and the effect of outputs on downstream processes
- Quality requirements of materials for depositing and effect of variation on depositing process performance and outputs
- Quality characteristics required of process outputs
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Scope to adjust for weight variation within workplace quality parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Methods used to monitor the depositing process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Contamination/food safety risks associated with the depositing process and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the depositing process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Product/process changeover procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the depositing process. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment

- Sampling and testing associated with process monitoring and control
- Routine maintenance procedures
- Cleaning and sanitizing procedures

Relationship with other standards**Pre-requisite units**

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRC12A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTSA2A Participate in sensory analyses
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Recipe/batch instructions
- Specifications, control points and processing parameters
- Depositing and related equipment
- Ingredients/mix to be deposited
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPREP2A**Unit Descriptor****Operate an evaporation process**

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down an evaporation process.

Unit Sector

Production

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--|--|
| 1. Prepare the evaporation process for operation | 1.1 Materials are confirmed and available to meet operating requirements
1.2 Cleaning and maintenance requirements and status are identified and confirmed
1.3 Processing/operating parameters are entered as required to meet safety and production requirements
1.4 Equipment performance is checked and adjusted as required
1.5 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the evaporation process | 2.1 The process is started and operated according to workplace procedures
2.2 Equipment is monitored to identify variation in operating conditions
2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements
2.4 The process is monitored to confirm that specifications are met
2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification
2.6 The workplace meets housekeeping standards
2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the evaporation process | 3.1 The appropriate shutdown procedure is identified
3.2 The process is shut down according to workplace procedures
3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Evaporation equipment may include heat exchangers, vapour separators, vapour condensers and vacuum units. Evaporators may have single or multiple stages and effects
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Operation of equipment and processes may require the use of process control panels and systems
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services may need to be confirmed. These depend on the nature of the process. Typical examples include power, steam, water, vacuum, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify processing requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Prepare materials as required
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; and confirming that equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust evaporation equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. This can involve monitoring:
 - temperatures
 - vacuum
 - motor amperage
 - condensate flow
 - steam flow and pressure
 - throughput
 - time/speed
 - evaporated product characteristics
- Monitor supply and flow of materials to and from the evaporation process
- Take corrective action in response to out-of-specification results
- Conduct product/batch changeovers
- Report and/or record corrective action as required
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Prepare equipment for cleaning
- Respond to and/or report equipment failure within level of responsibility
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Collect samples and conduct tests

- Conduct routine maintenance
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of evaporation. This includes an understanding of the principles of steam and the relationship between boiling point and pressure as applied to evaporation and the changes that occur to product as it moves through the evaporation process
- Basic operating principles of equipment. This may include an operational understanding of main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- Quality characteristics to be achieved by the evaporation process
- The flow of the evaporation process and the effect of product output on downstream processes
- Quality requirements of materials and effect of variation on process performance
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Techniques used to monitor the evaporation process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Contamination/food safety risks associated with the process and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Product/process changeover procedures and responsibilities
- Isolation, lock out and tag out procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the evaporation process. This includes waste collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and testing associated with process monitoring and control

- Routine maintenance procedures
- Cleaning and sanitation procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCIP2A Clean equipment in place
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Production schedule, batch/recipe instructions
- Evaporation process and related equipment and services
- Materials to be evaporated
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPRER2A

Unit Descriptor

Operate an enrobing process

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a chocolate enrobing process.

Unit Sector

Production

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Prepare the enrobing equipment and process for operation | <ul style="list-style-type: none"> 1.1 Tempered chocolate is confirmed and available for enrobing and centers/bars are conditioned as required to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements 1.4 Processing/operating parameters are entered as required to meet safety and production requirements 1.5 Equipment performance is checked and adjusted as required 1.6 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the enrobing process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The process is monitored to confirm that specifications are met 2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards 2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the enrobing process | <ul style="list-style-type: none"> 3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Ingredients include tempered chocolate (more than one type of chocolate may be used) and centers, and bars or biscuits to be covered
- Typical equipment includes pump, conveyor belt, reservoir tank, enrober, blowers, vibrators, detailers, roll scrapers/licking rolls and cooling tunnels
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Operation of equipment and processes may require the use of process control panels and systems
- Services may need to be confirmed. These depend on the nature of the process. Typical examples include power, steam, water, vacuum, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify enrobing process requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of tempered chocolate and the relevant centers/biscuits are available at the correct temperature
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; confirming that equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust enrobing process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. Monitoring may include:
 - supply of chocolate to the enrobing reservoir
 - temperatures of chocolate and pipelines
 - chocolate temper
 - chocolate supply pump speed
 - curtain flow
 - blower and vibrator settings
 - temperature profile of cooling tunnel
 - chocolate coverage
 - backing off and tailing
 - product weight
 - appearance
 - cooling temperatures
- Monitor supply and flow of materials to and from the enrobing process and equipment operation to confirm process remains within specification
- Demonstrate product/batch changeovers
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take enrobing process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Collect samples and conduct tests
- Carry out routine maintenance
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of the enrobing process. This may include the effect of chocolate viscosity on enrobing and types of chocolate suitable/used for coverage and backing off
- Basic operating principles of equipment. This may include an operational understanding of main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation. It also includes knowledge of services required and action to take if services are not available
- The flow of the enrobing process and the effect of outputs on downstream processes
- Conditioning requirements for centers/bars/biscuits and chocolate. This may require an understanding of temper test procedures
- Quality characteristics of centers/bars/biscuits and chocolate for use in the enrobing process and the effect of variation on process performance and outputs
- Quality characteristics to be achieved by the process
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Methods used to monitor the enrobing process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Contamination/food safety risks associated with the enrobing process and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the enrobing process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Product/process changeover procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the enrobing process. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where

relevant. This includes the relationship between control panels and systems and the physical equipment

- Sampling and testing associated with process monitoring and control
- Routine maintenance procedures
- Cleaning and sanitizing procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Recipe/batch instructions
- Specifications, control points and processing parameters
- Process and related equipment and services, including enrober and cooling equipment
- Materials to be processed, including tempered chocolate and conditioned centers to be enrobed
- Sampling schedules and test procedures and equipment as required
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPREX2A

Unit Descriptor

Operate an extrusion process

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down an extrusion process. This unit refers to both wet and dry extrusion processes.

Unit Sector

Production

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Prepare the extrusion equipment and process for operation | 1.1 Materials are confirmed and available to meet operating requirements
1.2 Machine components and related attachments are selected and fitted to meet operating requirements
1.3 Processing/operating parameters are entered as required to meet safety and production requirements
1.4 Equipment performance is checked and adjusted as required
1.5 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the extrusion process | 2.1 Ingredients and additives are delivered to the extrusion process in the required quantities and sequence
2.2 Preparation of the mass is monitored to confirm that specifications are met and mass is suitable for extrusion
2.3 The extrusion process is operated according to workplace procedures
2.4 Equipment is monitored to identify variation in operating conditions
2.5 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements
2.6 The extruded product is monitored to confirm that specifications are met
2.7 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification
2.8 Workplace housekeeping standards are maintained
2.9 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the extrusion process | 3.1 The appropriate shutdown procedure is identified
3.2 The process is shut down according to workplace procedures
3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to the industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Australian Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- The extrusion process typically includes feeding/dosing, conditioning/cooking, mixing, extruding, drying and cooling. It may also involve screening/sieving, a final additive addition stage and further processing such as sheeting or aeration according to product type
- Extrusion equipment may include ingredients handling and addition equipment, mixers, conditioners, cookers, dryers and coolers. Some systems may also include expanders; oil coating systems; screens and sieves; and sheeting, cutting/stamping equipment; tray feeders/take off; and stackers
- Operation of equipment and processes may require the use of process control panels and systems
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services may need to be confirmed. These depend on the nature of the process. Typical examples include power, steam, water, vacuum, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify processing requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials/ingredients and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting and fitting appropriate attachments where required; setting processing parameters; cancelling isolation or lockouts as required; confirming that equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required at each stage of the extrusion process to confirm process remains within specification. It may also involve monitoring parameters such as throughput, and load/work input as measured by rpm (revs per minute), kilowatts, amps and/or Hz (hertz) at each stage of the process
- Monitor supply of materials to and from the extrusion process
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Demonstrate batch/product changeovers
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Conduct routine maintenance
- Collect samples and conduct tests
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of each part of the process. This includes an understanding of the purpose and methods used to achieve each stage of the extrusion process
- Basic operating principles of equipment. This may include an operational understanding of main equipment components; status and purpose of guards; equipment operating capacities and applications; and the purpose and location of sensors and related feedback instrumentation. It also includes knowledge of services required and action to take if services are not available
- The flow of the extrusion process and the effect of outputs on downstream processes
- Quality characteristics of extruded output. This may include:
 - required characteristics of mass or blend to be extruded such as gelatinisation and viscosity
 - dimensions, texture and hardness of extruded product
 - moisture content
- Effect of variation in inputs and/or services on process performance
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters. This includes an understanding of the effect of variation in key variables such as:
 - throughput and work input at each stage of the process
 - effect of time and temperature
 - barrel pressures and temperatures at each zone
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems such as screw and barrel assembly wear, die plate wear, wear of conditioner paddles and extruder knife condition
- Methods used to monitor the extrusion process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Common causes of variation and corrective action required
- Contamination risks related to the extrusion process and related control measures
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Product/process changeover procedures and responsibilities
- Isolation, lock out and tag out procedures and responsibilities
- Procedures and responsibility for reporting production and performance information

- Environmental issues and controls relevant to the extrusion process. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and testing associated with process monitoring and control
- Routine maintenance procedures
- Cleaning and sanitation procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRC12A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCIP2A Clean equipment in place
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Production schedule/batch instructions
- Specifications, control points and processing parameters
- Extrusion and related equipment and services
- Ingredients/blend/mass to be extruded
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPRFP2A

Unit Descriptor

Operate a filtration process

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down filtration equipment used to separate course particles from solutions. See FDFZPRSEP2A Operate a separation process and FDFDPMP2B Operate a membrane process for separation of fine particle sizes.

Unit Sector

Production

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1. Prepare the filtration equipment and process for operation | <ul style="list-style-type: none"> 1.1 Materials are confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements 1.4 Processing/operating parameters are entered as required to meet safety and production requirements 1.5 Equipment performance is checked and adjusted as required 1.6 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the filtration process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Separation of solids from solution meets specifications 2.4 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.5 The process is monitored to confirm that specifications are met 2.6 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.7 The workplace meets housekeeping standards 2.8 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the filtration process | <ul style="list-style-type: none"> 3.1 The appropriate shut down procedure is identified 3.2 The process is shutdown according to workplace procedures 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Australian Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Filtration equipment may include vibratory and rotary sieves, screens, and drum filters. The filtration process may consist of multiple in-line filters
- Operation of equipment and processes may require the use of process control panels and systems
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services are appropriate to the process to be operated. Typical examples include power, steam, water, vacuum, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify filtration processing requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting and fitting appropriate screens and equipment components; selecting settings and/or related parameters; cancelling isolation or lockouts as required; confirming that sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust filtration process and equipment to achieve required outcomes. This may include monitoring:
 - flow rates
 - residence time
 - solids for in-feeds and out-feeds. This is typically done by conducting a spin test
- Monitor supply and flow of materials to and from the filtration process
- Take corrective action in response to out-of-specification results. This may include identifying and responding to sieve or screen blockages or tears
- Identify and correct or report equipment faults. This may include confirming condition screens and sieves and replacing damaged components within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take filtration and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Clean and sanitize filtration equipment
- Conduct product/batch changeover
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems

Knowledge of:

- Purpose and basic principles of filtration. This includes stages and changes that occur during filtration
- Basic operating principles of filtration equipment. This includes an operational understanding of main equipment components; status and purpose of guards; equipment operating capacities and applications including relevant screens and sieves as required by filtration equipment; the purpose and location of sensors and related feedback instrumentation; and services required for operation of filtration equipment used in the workplace
- The flow of the filtration process and the effect of product output on downstream processes
- Effect of raw material characteristics on filtration performance
- Quality characteristics required of filtration process output
- Test methods used to monitor solids in infeed and outfeed streams
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems such as screen or sieve damage
- Common causes of variation and corrective action required
- Spoilage and other food safety risks associated with filtration
- OHS hazards and controls. This includes awareness of the limitations of protective clothing and equipment relevant to the work process
- Requirements of different shutdowns as appropriate to the filtration process and workplace production requirements. This may include emergency and routine shutdowns and procedures to follow in the event of a power outage
- Cleaning procedures appropriate for the range of filtration components used
- Isolation, lock out and tag out procedures and responsibilities
- Product/batch changeover procedures
- Cleaning and sanitizing methods and procedures
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to filtration. This includes handling of effluent

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCIP2A Clean equipment in place
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production schedules, and batch/recipe instructions
- Information on equipment capacity and operating parameters
- Production schedule/batch instructions
- Filtration and related equipment and services
- Materials required for filtration
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPRFY2A**Unit Descriptor****Operate a frying process**

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down an in-line frying process used to fry or par-fry product.

Unit Sector

Production

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 1. Prepare the frying process for operation | <ul style="list-style-type: none"> 1.1 Frying oil and product are confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements 1.4 Processing/operating parameters are entered as required to meet safety and production requirements 1.5 Equipment performance is checked and adjusted as required 1.6 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the frying process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The process is monitored to confirm that specifications are met 2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards 2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the frying process | <ul style="list-style-type: none"> 3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Frying equipment may include holding tanks, oil filter unit, frying line (typically gas fired), fire suppression system, pumps, and heat exchangers (indirectly heated process). Related equipment may include product preparation processes such as blanching equipment, crumbing or coating application units and further cooking process (low fat applications)
- Operation of equipment and processes may require the use of process control panels and systems
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to [FDFOPTCRM2A Conduct routine maintenance](#)
- Services are appropriate to the process to be operated. Typical examples include gas, power, steam, water, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify frying requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary oil type to meet product frying requirement, product to be processed and services
- Prepare materials as required prior to frying
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; and confirming that equipment is clean and valves are correctly positioned for oil transfer and processing stages; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust the frying process and equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. This can involve monitoring:
 - product throughput/belt speeds
 - oil levels/temperatures
 - operation of oil filtration process
 - visual appearance of product. This may include breaking open to inspect
- Monitor supply and flow of materials to and from the process
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Conduct product/batch changeovers
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Collect samples and conduct tests
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of frying. This includes an understanding of optimal frying conditions and the role of oil filtration
- Basic operating principles of equipment. This may include an operational understanding of main equipment components; the configuration of valves, pumps and pipework; status and purpose of guards; equipment operating capacities and applications; and the purpose and location of sensors and related feedback instrumentation
- The flow of the frying process and the effect of product output on downstream processes
- Quality characteristics to be achieved by the frying process
- Effect of product and oil quality characteristics on the frying process, final product and shelf-life
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Methods used to monitor the frying process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Contamination/food safety risks associated with the process and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls. This includes awareness of the fire suppression system and procedures to follow if temperatures exceed the specified range
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Product/process changeover procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the frying process. This includes an understanding of procedures for recycling oil and for disposing of spent oil and the consequences of incorrect disposal

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment

- Cleaning and sanitation procedures

Relationship with other standards**Pre-requisite units**

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Production schedule/batch instructions
- Specifications, control points and processing parameters
- In-line frying equipment and related equipment and services
- Frying oil suited to product type and product to be fried
- Sampling schedules and test procedures and equipment as required
- Cleaning procedures, materials and equipment as required
- Documentation and recording requirements and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPRHT2A

Unit Descriptor

Operate a heat treatment process

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a heat treatment process. Heat treatment can include hot fill, aseptic processing, pasteurisation, ultra-high temperature (UHT) and high temperature short time (HTST) processing.

Unit Sector

Production

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Prepare the heat treatment process for operation | <ul style="list-style-type: none"> 1.1 Materials are confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Processing/operating parameters are entered as required to meet safety and production requirements 1.4 Equipment performance is checked and adjusted as required 1.5 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the heat treatment process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The process is monitored to confirm that temperature specifications are met 2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards 2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the heat treatment process | <ul style="list-style-type: none"> 3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Australian Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Heat treatment equipment may include pumps, heat exchangers, holding and cooling stages, filters and clarifiers, and direct steam injection equipment
- Operation of equipment and processes may require the use of process control panels and systems
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to [FDFOPTCRM2A Conduct routine maintenance](#)
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services may need to be confirmed. These depend on the nature of the process. Typical examples include power, steam, water, vacuum, and compressed and instrumentation air
- Note that this unit overlaps with [FDFZPRMBC2A Operate a mixing/blending and cooking process](#). For further information refer to advice on unit duplication in the section on qualification arrangements.

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify heat treatment requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Prepare materials as required
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; confirming that equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out and that all safety guards are in place and operational
- Start, operate, monitor and adjust the heat treatment process and equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. This can involve monitoring:
 - time and temperature
 - pressure
 - flow rates
 - flow diversion
- Monitor supply and flow of materials to and from the process
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Demonstrate procedure to clean and sanitize equipment
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Control related holding and cooling stages
- Use process control systems
- Conduct routine maintenance
- Conduct product/batch changeovers
- Collect samples and conduct tests

Knowledge of:

- Purpose and basic principles of heat treatment. This includes the effect of heat treatment on product and on microbiological characteristics. It also includes an understanding of the relationship between time, temperature and pressure in the heat treatment process. It may include associated holding and cooling profiles according to product requirements
- Basic operating principles of equipment. This may include an operational understanding of main equipment components, types and characteristics of heating mediums used, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- The flow of this process and the effect of product output on downstream processes
- Quality characteristics required of the heat treated product
- Effect of raw material characteristics on the heat treatment process. This may include variation in viscosity/texture, microbial load and acidity
- Heat treatment requirements for food to be treated. This may include low and/or high acid foods
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Methods used to monitor the heat treatment process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Contamination/food safety risks associated with the process and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls. This includes awareness of the limitations of protective clothing and equipment relevant to the work process
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Cleaning and sanitation procedures
- Environmental issues and controls relevant to the heat treatment process. This includes waste collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Product/process changeover procedures and responsibilities
- Routine maintenance procedures
- Sampling and testing associated with process monitoring and control

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCIP2A Clean equipment in place
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Production schedule/batch instructions
- Specifications, control points and processing parameters
- Heat treatment process and related equipment and services
- Materials to be heat treated
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPRIPK3A

Apply raw materials/ingredient and process knowledge

Unit Descriptor

This is a Specialist unit. It covers skills and knowledge required to apply knowledge of ingredients and processes to troubleshoot typical problems that occur in preparing, processing and/or packaging product. This unit applies where problem solving occurs over one or more processes and requires an understanding of the characteristics of raw materials/ingredients and processing methods used.

Unit Sector

Production

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1. Identify and respond to non-conforming ingredients/raw materials | <ul style="list-style-type: none"> 1.1 Non-conformance in raw materials/ingredients is identified and reported according to workplace reporting requirements 1.2 Causes of non-conformance are investigated and reported according to workplace reporting requirements 1.3 Corrective action is determined and implemented within level of responsibility and workplace procedures 1.4 Action is taken to prevent recurrence of non-conformance 1.5 Action is reported according to workplace reporting requirements |
| 2. Identify and respond to non-conforming product and processes | <ul style="list-style-type: none"> 2.1 Processing parameters, stages and changes which occur during processing are monitored 2.2 Non-conformance in processing, handling and/or storage is identified and corrective action taken according to workplace requirements 2.3 Causes of non-conformance relating to processing, handling and/or storage are investigated and reported according to workplace reporting requirements 2.4 Corrective action is determined and implemented within level of responsibility and workplace procedures 2.5 Action is taken to prevent recurrence of non-conformance 2.6 Action is reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements.
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Food Standards Code and reference to food safety is replaced by GMP
- Ingredients/raw materials are those used to manufacture product
- Typical processing and related techniques include but are not limited to raw materials/ingredient dispensing, preparation, mixing and blending, conditioning, primary and further processing, wrapping, packing and storage
- Typical process parameters include but are not limited to temperature, time, pressure, flow rate
- Typical reactions depend on processing method. Examples include but are not limited to gelatinisation and hydration
- Where recurrence of a problem cannot be prevented, procedures should be established to minimise the likelihood of recurrence and to identify any further incidents

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Identify requirements of ingredient/raw material characteristics within level of responsibility
- Follow procedures to identify, remove/isolate and report non-conforming ingredients/materials and/or product according to workplace reporting requirements
- Determine likely causes of non-conformance of ingredients/raw materials
- Recognise indicators of unacceptable or non-conforming processing, handling and/or storage outcomes
- Act promptly to identify, remove/isolate and report non-conforming product and/or processes
- Access and apply workplace information relating to process troubleshooting
- Investigate non-conformance to determine likely causes and report findings to appropriate personnel
- Identify action required to correct non-conformance and implement within level of responsibility
- Identify action required to prevent or minimise and control recurrence of non-conformance and implement within level of responsibility
- Complete workplace records including reporting non-conformance and documenting corrective actions according to workplace recording procedures

May include ability to:

- Conduct tests to confirm raw material/ingredient and/or final product quality characteristics

Knowledge of:

- Basic composition and function of each main raw material/ingredient used. This may include awareness of ingredient grades or types
- Common causes of contamination/unacceptable quality of raw materials/ ingredients
- Methods used to confirm quality standard. This may include accessing information such as certificates of analysis and/or laboratory clearance information
- The effect of variation in raw materials/ingredients on processing stages and final product outcome. This includes an understanding of factors likely to cause variation, and scope to adjust or correct for variation at each processing stage
- Appropriate handling and storage requirements for raw materials/ingredients and final product, and the effect of failing to meet required storage conditions
- The changes and reactions that occur through processing stages. This includes an understanding of the signs and symptoms of poor/unacceptable processing or equipment operation
- Factors that affect the shelf-life of product
- The inter-relationships between processing stages and the effect of variation in processing parameters on process outcome and on final product. This includes understanding factors likely to cause variation, and scope to adjust or correct for variation at subsequent process stages
- Procedures for identifying and isolating non-conforming product
- Troubleshooting information and techniques
- Procedures and related documentation required to amend or introduce a new method or procedure. This may include short term procedures for amending or updating specifications and processing parameters
- Reporting requirements and responsibilities

May include knowledge of:

- Test methods to confirm raw material/ingredient and/or final product quality characteristics

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTRWP3A Report on workplace performance
- PMBQUAL390A Solve problems using 'quality tools'

Resources required for assessment

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

- Ingredient/raw materials specifications and related advice such as Certificates of analysis
- Ingredients/raw materials and final product and related processing equipment and stores areas
- Troubleshooting information relevant to workplace processes
- Sampling and test equipment and procedures as required
- System for managing and updating workplace documents such as Standard Operating Procedures and log sheets/processing parameters
- Reporting and recording system and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPRMBC2A Operate a mixing/blending and cooking process

Unit Descriptor This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a combined mixing/blending and cooking process.

Unit Sector Production

ELEMENT	PERFORMANCE CRITERIA
1. Prepare mixing/blending and cooking equipment and process for operation	1.1 Ingredients are confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements 1.4 Processing/operating parameters are entered as required to meet safety and production requirements 1.5 Equipment performance is checked and adjusted as required 1.6 Pre-start checks are carried out as required by workplace requirements
2. Operate and monitor the mixing/blending and cooking process	2.1 Ingredients and additives are introduced in the required quantities and sequence to meet recipe specifications 2.2 The process is started and operated according to workplace procedures 2.3 Equipment is monitored to identify variation in operating conditions 2.4 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.5 The process is monitored to confirm that specifications are met 2.6 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.7 Mix is transferred to required production or storage location 2.8 The workplace meets housekeeping standards 2.9 Workplace records are maintained according to workplace recording requirements
3. Shut down the mixing/blending and cooking process	3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Australian Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, consignment notes, verification procedures and standard forms and reports
- This process is commonly used to prepare sauces, savoury fillings and marinades
- Equipment typically includes weighing and measuring equipment; sieves; stand-alone kettles fitted with agitators (batch processing) or blenders; and shell and tube heat exchangers/cookers (continuous processing); conveyors; bulk materials transfer equipment and storage facilities. Product cooling and packing may be integral stages to a mixing and cooking process depending on equipment/process configuration
- Operation of equipment and processes may require the use of process control panels and systems
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to [FDFOPTCRM2A Conduct routine maintenance](#)
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services are appropriate to the process to be operated. Typical examples include power, steam, water, vacuum, and compressed and instrumentation air
- Note that this unit overlaps with [FDFZPRHT2A Operate a heat treatment process](#) and with [FDFZPMMB2A Operate a mixing/blending process](#). For further information, refer to advice on unit duplication in the section on qualification arrangements

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify recipe requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; confirming that related equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Sequence ingredient addition to meet recipe specifications. This may involve manual addition and/or operating bulk materials transfer and automatic addition equipment
- Start, monitor and adjust processing equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. Typical parameters monitored include:
 - time and temperature
 - agitation settings
 - weights
 - flow rates
 - flow diversion
 - characteristics of the mix such as colour, viscosity, density, and consistency
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Conduct product/batch changeovers
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Conduct routine maintenance
- Collect samples and conduct tests
- Cool and pack off cooked product

- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of heat sterilisation and effect on physical, chemical, micro-biological and organoleptic characteristics of the cooked product
- The flow of this process and the effect of product output on downstream processes
- Basic operating principles of equipment. This may include an operational understanding of main equipment components; status and purpose of guards; equipment operating capacities and applications; the purpose and location of sensors and related feedback instrumentation, and awareness of calibration schedules for scales and related weighing/measuring equipment. It also includes knowledge of services required and action to take if services are not available
- Quality characteristics and conditioning required of ingredients used and their role in the product. Conditioning may include reconstituting dry ingredients and bringing ingredients to a required temperature
- Effect of ingredient quality/condition on the process. This may include variables such as temperature, viscosity/texture, microbial load and acidity quality
- Heat treatment requirements for low and/or high acid foods as appropriate to production requirements
- Stages and changes which occur during the blending and heat treatment stages
- Quality requirements of the cooked product. This may include a basic understanding of chemical, textural and flavour profiles as required
- Relationship between time and temperature in the cooking process
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Procedures for requisitioning, receiving and returning ingredients from stores
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Common causes of variation and corrective action required
- Contamination/food safety issues associated with mixing and blending and related control measures
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Product/process changeover procedures and responsibilities
- Procedures and responsibility for reporting production and performance information

- Environmental issues and controls relevant to the process. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and testing associated with process monitoring and control
- Routine maintenance procedures
- Food safety requirements when preparing products containing meat
- Packaging requirements and procedures
- Cleaning and sanitation procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRC12A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCIP2A Clean equipment in place
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Production schedule/batch/recipe instructions
- Specifications, control points and operating parameters
- Mixing/blending and cooking process and related equipment and services
- Ingredients to be cooked
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPRMP1A

Monitor process operation

Unit Descriptor

This is a Specialist unit. It covers the skills and knowledge required to monitor and operate equipment.

Unit Sector

Production

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|---|
| 1. Monitor equipment operation | 1.1 Equipment is inspected and monitored to confirm safety and operating condition
1.2 The process is monitored to confirm performance is maintained within specification
1.3 Materials/consumables levels are maintained as required
1.4 Workplace records are maintained in accordance with workplace requirements
1.5 Housekeeping standards in the work area are maintained |
| 2. Identify and respond to non-conformance | 2.1 Out-of-specification product, process and equipment performance is identified rectified and/or reported according to workplace procedures |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements.
- Workplace information may include work instructions/operating procedures (SOPs), specifications, production schedules, labels and codes, safety signs and symbols, materials safety data sheets (MSDSs), standard forms, verbal messages, requests or instructions
- When applied to the pharmaceutical industry, relevant GMP codes apply and reference to food safety is replaced by GMP
- Process operation and monitoring functions may involve the use of a computer keyboard or control panel

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Select, fit and use appropriate personal protection clothing and/or equipment
- Monitor the process and equipment operation to maintain the process within the required parameters. This may involve conducting visual inspections and basic tests
- Monitor supply and flow of materials and/or consumables to and from the process. This may include replenishing material inputs and removing processed materials or product
- Identify and take action to correct out-of-specification results within level of responsibility. Where corrective action is outside level of responsibility, report to appropriate personnel
- Maintain work area to meet housekeeping standards

May include ability to:

- Sort, collect, treat, recycle or dispose of waste
- Demonstrate shutdown and cleaning sequence
- Record workplace information

Knowledge of:

- Purpose of equipment
- Required output and quality requirements to be met by the process
- Basic operating principles of equipment used. This may include an operational understanding of main equipment components; status and purpose of guards; and emergency stop, isolation and lockout controls. It may also include an understanding of the operating features of the control panel and the relationship between control panel functions and the physical equipment
- Common causes of faults or unacceptable performance and action required within level of responsibility
- Procedures and responsibility for reporting problems
- OHS hazards and controls
- Waste handling requirements and procedures related to process operation

May include knowledge of:

- Shutdown and cleaning procedure
- Recording system and responsibilities

Relationship with other standards**Pre-requisite units**

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role.

Resources required for assessment

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

- Work procedures including advice on safe work practices
- Production schedules and specifications
- Materials safety data sheets where appropriate
- Production/packaging equipment and related services
- Materials and consumables as required
- Relevant OHS clothing and equipment
- Housekeeping standards and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPROD2A**Unit Descriptor****Operate a drying process**

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a drying process. This unit is not appropriate for sun-drying product.

Unit Sector

Production

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 1. Prepare the drying process for operation | <ul style="list-style-type: none"> 1.1 Materials are confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Processing/operating parameters are entered as required to meet safety and production requirements 1.4 Equipment performance is checked and adjusted as required 1.5 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the drying process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The process is monitored to confirm that specifications are met 2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards 2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the drying process | <ul style="list-style-type: none"> 3.1 The appropriate shut down procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Drying equipment may include drying chambers, atomisers, heaters, coolers, air filters, fans, recovery cyclones and conveyors
- Materials may include product to be dried and additives or drying agents as required, consistent with the provisions of the Australian Food Safety Code
- Processes may be batch or continuous
- Services may need to be confirmed. These depend on the nature of the process. Typical examples include power, fuel, compressed and instrumentation air, steam and water
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Operation of equipment and processes may require the use of process control panels and systems

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify processing requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Prepare materials as required
- Conduct pre-start checks. This may involve inspecting equipment condition such as checking belts, chains, screens, seals and valves, and filters to identify any signs of wear; selecting appropriate settings and/or related parameters, cancelling isolation or lockouts as required; confirming that equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. This can involve monitoring:
 - temperatures
 - moisture content
 - air flow
 - throughput
 - time/speed
 - pressure/vacuum
 - product characteristics
- Monitor supply and flow of materials to and from the process
- Take corrective action in response to out-of-specification results or non-compliance
- Respond to and/or report equipment failure within level of responsibility
- Report and/or record corrective action as required
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Prepare equipment for cleaning
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Demonstrate product/batch changeovers (may not apply to some continuous operations)

- Conduct routine maintenance
- Clean and sanitise equipment
- Collect samples and conduct tests

Knowledge of:

- Purpose and basic principles of the drying process. This includes an understanding of the stages that occur during the drying process and the effect on product structure of each stage
- Basic operating principles of equipment. This may include an operational understanding of main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation. It also includes knowledge of services required and action to take if services are not available
- Quality characteristics to be achieved by the process
- Materials preparation requirements and effect of variation on the process
- The flow of the drying process and the effect of outputs on downstream processes
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Methods used to monitor the drying process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Contamination/food safety risks associated with the process and related control measures
- Common causes of variation. These may include air temperature, air velocity, humidity, pressure, and an understanding of corrective action required if these are out-of-specification
- OHS hazards and controls. This includes awareness of the limitations of protective clothing and equipment relevant to the work process
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the drying process. This includes waste collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Product/process changeover procedures and

- responsibilities
- Routine maintenance procedures
- Sampling and testing associated with process monitoring and control
- Cleaning and sanitation procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRC12A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Production schedule, batch instructions
- Specifications, control points and processing parameters
- Drying process and related equipment and services
- Product to be dried
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPROH2A**Unit Descriptor****Operate an homogenising process**

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down homogenising equipment.

Unit Sector

Production

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 1. Prepare homogenising process for operation | <ul style="list-style-type: none"> 1.1 Materials are confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements 1.4 Processing/operating parameters are entered as required to meet safety and production requirements 1.5 Equipment performance is checked and adjusted as required 1.6 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the homogenising process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The process is monitored to confirm that specifications are met 2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards 2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down homogenising equipment | <ul style="list-style-type: none"> 3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Homogenising equipment typically includes a supply pump, homogeniser block, homogenising valve, pressure gauge, back-pressure valve and pressure relief valve. Related equipment may include a deaeration unit
- Homogenising equipment may include pressure, micro-gap, centrifugal and ultrasonic homogenisers
- Processes may be batch or continuous, and apply to single or multiple product types
- Operation of equipment and processes may require the use of process control panels and systems
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services may need to be confirmed. These depend on the nature of the process. Typical examples include power, steam, water, vacuum, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify processing requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; and confirming that equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm the homogenising process remains within specification. This may include monitoring:
 - temperature
 - pressure
 - throughput
- Monitor supply and flow of materials to and from the process
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Demonstrate batch/product changeovers
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Conduct routine maintenance
- Collect samples and conduct tests
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of homogenising
- Basic operating principles of equipment. This may include an operational understanding of main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- Effect of raw materials on homogenisation. This may include variables such as solids (brix), acidity, temperature, consistency and colour on process outcomes
- Quality requirements to be achieved by the homogenisation process
- The flow of this process and the effect of product output on downstream processes
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Techniques used to monitor the homogenising process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Common causes of variation and corrective action required
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Product/process changeover procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the homogenising process. This includes waste collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and testing associated with process monitoring and control
- Routine maintenance procedures
- Cleaning and sanitation procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCIP2A Clean equipment in place
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Production schedule/batch instructions
- Specifications, control points and processing parameters
- Homogenisation process and related equipment and services
- Materials to be homogenised
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPROR2A**Unit Descriptor****Operate a retort process**

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a retort or cooker.

Unit Sector

Production

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 1. Prepare the retort equipment and process for operation | 1.1 Materials are confirmed and available to meet operating requirements
1.2 Cleaning and maintenance requirements and status are identified and confirmed
1.3 Processing/operating parameters are entered as required to meet safety and production requirements
1.4 Equipment performance is checked and adjusted as required
1.5 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the retort process | 2.1 The process is started and operated according to workplace procedures
2.2 Equipment is monitored to identify variation in operating conditions
2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements
2.4 The process is monitored to confirm that specifications are met
2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification
2.6 The workplace meets housekeeping standards
2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the retort process | 3.1 The appropriate shutdown procedure is identified
3.2 The process is shut down according to workplace procedures
3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Retort/cooker equipment includes static and batch retorts and continuous retorts including hydrostatic cookers with or without over-pressure; coding and materials handling equipment
- Equipment components typically include vents, bleeders, spreaders, and time and temperature measurement instrumentation
- Process stages typically include cooking, cooling and post-cooling container handling
- Operation of equipment and processes may require the use of process control panels and systems
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services may need to be confirmed. These depend on the nature of the process. Typical examples include power, steam, water, vacuum, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify processing requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services. This includes confirming container coding, and treating or confirming availability of treated cooling water
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; and confirming that equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust the cooking and cooling process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. This includes monitoring time, temperature and pressure at each stage
- Cool, clean and handle post-treated containers to meet requirements
- Monitor supply and flow of materials to and from the process
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Demonstrate batch changeovers
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Conduct routine maintenance
- Collect samples and conduct tests
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of heat treatment and retort process. This includes an understanding of the relationship between time and temperature in the retort process, and the changes and requirements of each stage such as cooking, cooling and post-treatment container handling. It also includes an understanding of the purpose and requirements of container coding
- Basic operating principles of equipment. This may include an operational understanding of main equipment components, including thermometers, chart recorder, temperature control system, clock and pressure gauges; status and purpose of guards; equipment operating capacities and applications; and the purpose and location of sensors and related feedback instrumentation
- The flow of this process and the effect of product output on downstream processes
- Quality characteristics required of the retorted product
- Effect of raw material characteristics on process performance
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Techniques used to monitor the retort process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Contamination/food safety risks associated with the process and related control measures. This includes an understanding of both the risks of contamination related to processing and to post-processing handling of containers
- Common causes of variation and corrective action required. This may include an understanding of the effects of variables such as container size, product particulates, pH, water activity, time/temperature and pressure on process outcomes
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Product/process changeover procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the process. This includes waste collection and handling

procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and testing associated with process monitoring and control
- Routine maintenance procedures
- Cleaning and sanitation procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Production schedule/batch instructions
- Specifications, control points and processing parameters
- Retort process and related equipment and services
- Materials to be processed
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPRPP2A

Unit Descriptor

Operate pumping equipment

This is an Optional unit. It covers the skills and knowledge required to inspect, operate and monitor pumps and related equipment. This unit should be selected where an operator requires an understanding of the operating principles and components of pumps/the pumping system and related equipment in order to carry out work requirements.

Unit Sector

Production

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--------------------------------|---|
| 1. Prepare pumps for operation | 1.1 Pre-start checks on pumps and related equipment are carried out
1.2 Appropriate settings are selected to meet safety and production requirements
1.3 Condition of pumps and related equipment is monitored and maintenance requirements are identified and reported according to workplace reporting requirements |
| 2. Monitor pump operation | 2.1 Pumps and related equipment are started and monitored to identify variation in operating conditions
2.2 Corrective action is taken as required to maintain pump operation within equipment capacity and operating parameters |
| 3. Complete pump operations | 3.1 Pumps are prepared for cleaning and/or maintenance |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- When applied to the pharmaceutical industry, relevant GMP codes apply and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Pumps may include but are not limited to centrifugal pumps, reciprocating or positive displacement pumps, diaphragm pumps, helical screw pumps and electrical submersible pumps
- Related equipment may include valves, gauges and flow meters, pipework, screens and filters
- Pump operation may require use of process control screens and systems

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify pumping requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of materials to be pumped and necessary services
- Conduct pre-start checks. This may involve inspecting pump flanges, gaskets and seals to identify any signs of wear; checking related valve assemblies to identify any signs of leaks; cancelling isolation or lockouts as required. Where pumps have variable settings, this involves selecting appropriate settings and confirming that related pipework is correctly configured for pumping requirements
- Monitor and adjust pump operation as required. This may include identifying variation in amperage and adjusting pump speeds/flow rates to meet pumping requirements
- Monitor supply and flow of materials to and from the pump
- Follow isolation and lock out/tag out procedures as required to take pumps and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility. Preparation of equipment may include flushing or pigging related lines and pipework, and removal of faceplate
- Respond to and/or report pump equipment failure within level of responsibility
- Locate stop and reset functions on pumps
- Maintain work area to meet housekeeping standards

May include ability to:

- Operate pumps using process control systems
- Conduct routine pump maintenance
- Clean pumps and related equipment

Knowledge of:

- Basic operating principles of pumps and related equipment. This includes an understanding of main pump components; status and purpose of guards; pump system configuration including valves, taps and pipework; and the effect of pumping system design on operating performance including flow resistance, pressure and head
- Operating capacities of pumps used in the work area. This includes an awareness of different pump types as required to perform pumping operations where relevant
- Effect of raw material characteristics on pump performance. This may include variables such as soluble solids, temperature and viscosity
- Effect of pump operating parameters on product/materials pumped
- Corrective action required where pump operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Services required
- Isolation, lock out and tag out procedures and responsibilities
- OHS hazards and controls
- Procedures and responsibility for reporting problems
- Environmental issues and controls. This includes action required in the event of significant leaks or spills

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Routine pump maintenance requirements and procedures
- Cleaning procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRC12A Operate a process control interface
- FDFZMHLT2A Operate a bulk liquid transfer process
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Pumps, related equipment and services
- Materials to be pumped
- Routine preventative maintenance schedule as required
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPRPR2A**Unit Descriptor****Operate a production process**

This is a Specialist unit. It covers the skills and knowledge required to set up, monitor, and adjust a production process or sub-system. This unit is generic and should be customised for a given process. It should only be selected where no process-specific unit is available.

Unit Sector

Production

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--|--|
| 1. Prepare the equipment and process for operation | <ul style="list-style-type: none"> 1.1 Materials are confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements 1.4 Processing/operating parameters are entered as required to meet safety and production requirements 1.5 Equipment performance is checked and adjusted as required 1.6 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The process is monitored to confirm that specifications are met 2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards 2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the process | <ul style="list-style-type: none"> 3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Australian Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- A production process or sub-system may require operation of a series of related items of equipment to achieve the process outcome
- Operation of equipment and processes may require the use of process control panels and systems
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services may need to be confirmed. These depend on the nature of the process. Typical examples include power, steam, water, vacuum, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify processing requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; confirming that equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification
- Monitor supply and flow of materials to and from the process
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Demonstrate batch/product changeovers (may not apply to some continuous operations)
- Collect samples and conduct tests
- Conduct routine maintenance
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of the process
- Basic operating principles of equipment. This may include an operational understanding of main equipment components, status and purpose of guards, equipment operating capacities and applications and the purpose and location of sensors and related feedback instrumentation. It also includes knowledge of services required and action to take if services are not available
- The flow of this process and the effect of outputs on downstream processes
- Quality characteristics to be achieved by the process
- Quality requirements of materials and effect of variation on process performance
- Operating requirements, parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Methods used to monitor the production process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Contamination/food safety risks associated with the process and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls. This includes awareness of the limitations of protective clothing and equipment relevant to the work process
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the process. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Product/process changeover procedures and responsibilities
- Sampling and testing associated with process monitoring and control
- Routine maintenance procedures
- Cleaning and sanitation procedures

Relationship with other standards**Pre-requisite units**

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCIP2A Clean equipment in place
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Production schedule/batch instructions
- Specifications, control points and processing parameters
- Process and related equipment and services
- Materials to be processed
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPRRM2A**Unit Descriptor****Pre-process raw materials**

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down preparation and pre-processing of raw materials.

Unit Sector

Production

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 1. Prepare for pre-processing | <ul style="list-style-type: none"> 1.1 Materials are confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements 1.4 Processing/operating parameters are entered as required to meet safety and production requirements 1.5 Equipment performance is checked and adjusted as required 1.6 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the pre-processing process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The process is monitored to confirm that specifications are met 2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards 2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the pre-processing process | <ul style="list-style-type: none"> 3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Pre-processing methods may include fully or semi-automated peeling, slicing and dicing, blanching, milling and other specialist processes
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Operation of equipment and processes may require the use of process control panels and systems
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services are appropriate to the process to be operated. Typical examples include power, steam, water, vacuum, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify processing requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; confirming that equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out and that all safety guards are in place and operational
- Load or transfer materials to pre-processing equipment
- Start, operate and adjust process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification
- Monitor supply and flow of materials to and from the process
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Demonstrate batch/product changeovers
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Collect samples and conduct tests
- Conduct routine maintenance
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of pre-processing used
- Basic operating principles of equipment. This may include an operational understanding of main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- The flow of this process and the effect of product output on downstream processes
- Quality characteristics to be achieved at the pre-processing stage
- Effect of raw material characteristics on process performance
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Techniques used to monitor the process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Contamination/food safety risks associated with pre-processing and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls. This includes awareness of the limitations of protective clothing and equipment relevant to the work process
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Product/process changeover procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the process. This includes waste collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and testing associated with process monitoring and control
- Routine maintenance procedures
- Cleaning and sanitation procedures

Relationship with other standards**Pre-requisite units**

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCS2A Clean and sanitize equipment
- FDFZCSCIP2A Clean equipment in place

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Production schedule and batch instructions
- Specifications, control points and processing parameters
- Information on equipment capacity and operating parameters
- Pre-processing and related equipment and services
- Materials to be pre-processed
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPRRN2A**Unit Descriptor****Operate a reduction process**

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a reduction process to grind and sift particles to gradually reduce particle size to meet specifications. This unit applies to processes such as flour milling where endosperm particle size is reduced. It also applies to other reduction processes such as production of crumb for coatings in the snack food sector.

Unit Sector

Production

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--|---|
| 1. Prepare the reduction equipment and process for operation | <ul style="list-style-type: none"> 1.1 Materials are confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements 1.4 Processing/operating parameters are entered as required to meet safety and production requirements 1.5 Equipment performance is checked and adjusted as required 1.6 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the reduction process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The process is monitored to confirm that particle size and flour extraction rates meet production specifications 2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 By-product generated from the reduction process is segregated and transferred to designated storage area according to food safety requirements 2.7 The workplace meets housekeeping standards 2.8 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the reduction process | <ul style="list-style-type: none"> 3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Reduction equipment may include reduction rolls, plainsifters, impactors, entoleters (flake disruptors and detachers)
- Stock for the reduction in a flour milling process is supplied from either the scalping and grading or scratch and sizing or purification processes
- By-products (co-products) for flour milling may include semolina and sharps
- Operation of equipment and processes may require the use of process control panels and systems
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services may need to be confirmed. These depend on the nature of the process. Typical examples include power, vacuum, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify reduction process requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; confirming that related equipment is clean and correctly configured for reduction process requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust reduction process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. Monitoring includes:
 - correct product type/quantity
 - roll releases
 - even spread of feed across rolls
 - mill balance
 - even grind/correct particle size
- Monitor supply and flow of materials to and from the reduction process
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take reduction process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Demonstrate batch/product changeovers
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Collect samples and conduct tests
- Conduct routine maintenance
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of the reduction process
- Basic operating principles of equipment. This may include an operational understanding of main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation. It also includes knowledge of services required and action to take if services are not available
- The flow of the reduction process and the effect of outputs on downstream flour milling processes
- Quality characteristics to be achieved by the reduction process
- Quality requirements of materials and effect of variation on reduction process performance
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Methods used to monitor the reduction process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the reduction process and the related procedures and recording requirements
- Contamination/food safety risks associated with the reduction process and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls. This includes awareness of the limitations of protective clothing and equipment relevant to the work process
- Requirements of different shutdowns as appropriate to the reduction process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Product/process changeover procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the reduction process. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and testing associated with process monitoring and control

- Routine maintenance procedures
- Cleaning and sanitation procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Production schedule/batch instructions
- Specifications, control points and processing parameters
- Reduction process and related equipment and services
- Stock to be processed
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPRSEP2A

Operate a separation process

Unit Descriptor

This is a Specialist unit. When applied to the dairy sector, it covers the skills and knowledge required to set up, operate, adjust and shut down a separation process to wash and concentrate fat and sediment from milk and dairy products.

In other applications it is used to separate liquids using centrifugal separation methods.

Unit Sector

Production

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1. Prepare the separation process for operation | 1.1 Materials are confirmed and available to meet operating requirements
1.2 Cleaning and maintenance requirements and status are identified and confirmed
1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements
1.4 Processing/operating parameters are entered as required to meet safety and production requirements
1.5 Equipment performance is checked and adjusted as required
1.6 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the separation process | 2.1 The process is started and operated according to workplace procedures
2.2 Equipment is monitored to identify variation in operating conditions
2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements
2.4 The separation process is monitored to confirm that specifications are met
2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification
2.6 The workplace meets housekeeping standards
2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the separation process | 3.1 The appropriate shutdown procedure is identified
3.2 The process is shut down according to workplace procedures
3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Australian Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Separation equipment used in the dairy industry typically includes hermetic separators, and semi-open (hermetic) separators. Variations to the semi-open separators include soft stream inlet, cold milk separators, and cream cheese or quarg separators
- Separation equipment used in general foods, egg processing and bioproducts typically includes fully enclosed, high speed, centrifugal separators
- Operation of equipment and processes may require the use of process control panels and systems
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to [FDFOPTCRM2A Conduct routine maintenance](#)
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services are appropriate to the process to be operated. Typical examples include power, water, vacuum, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify separation processing requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; confirming that the correct bowl is fitted, selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; and confirming that equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust separation process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. This may include monitoring:
 - separation speed
 - solids in infeed and outfeed streams. This is typically done by in-line refractometers, Baume tests and spin tests
 - flow rates
 - time/temperatures
 - pressures
 - air/water/oil levels
 - condition of seals and valves
 - discharge/desludging
- Monitor supply and flow of materials to and from the separation process
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Shut down separation process equipment in response to emergency situation
- Follow isolation and lock out/tag out procedures as required to take separation process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Clean and sanitize equipment
- Demonstrate product/process changeovers
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Conduct routine maintenance

Knowledge of:

- Purpose and basic principles of the separation process. This includes stages and changes that occur during the separation process
- Basic operating principles of equipment. This includes an understanding of the safety hazards associated with separation equipment and the implications of interchanging parts/incorrect bowl balance. It may also include an operational understanding of the main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation and services required for operation of separation equipment used in the workplace
- The flow of the separation process and the effect of product output on downstream processes
- Impact of infeed quality and concentration levels on the separation process
- Quality characteristics and uses of separation process outputs
- Methods used to monitor the separation process. This may include inspecting, measuring and testing infeed and outfeed solids, and other tests as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters.
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Common causes of variation and corrective action required. This includes an understanding of how variation in temperature and solids affects the process
- Spoilage and other food safety risks associated with separation, and related control measures
- OHS hazards and controls. This includes awareness of the limitations of protective clothing and equipment relevant to the work process
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Cleaning and sanitation procedures
- Product/process changeover procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the operation. This includes handling of effluent

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Routine maintenance procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production schedules, batch/recipe instructions
- Information on equipment capacity and operating parameters
- Production schedule and batch instructions
- Separation process and related equipment and services
- Specifications, control points and processing parameters
- Materials required for the separation process
- Sampling schedules and test procedures and equipment as required
- Routine preventative maintenance schedule as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPRSP3A

Unit Descriptor

Set up a production line for operation

This is a Specialist unit. It covers the skills and knowledge required to set up multiple production/packaging processes and/or conduct multiple process changeovers for operation by others. This unit is appropriate where setup and/or changeovers are not carried out by the equipment or process operator.

Unit Sector

Production

ELEMENT

PERFORMANCE CRITERIA

- | | |
|----------------------------------|---|
| 1. Prepare for line setup | <ul style="list-style-type: none"> 1.1 Materials are confirmed and available to meet production requirements 1.2 Equipment and related accessories are confirmed, available and fit for use to meet production requirements 1.3 Tools and equipment required for line setup are available, operational and fit for use 1.4 Processing parameters and settings are identified to meet production/packaging requirements |
| 2. Set up the line for operation | <ul style="list-style-type: none"> 2.1 Cleaning and maintenance requirements and status are identified and confirmed 2.2 Equipment is inspected to confirm condition 2.3 Machine settings are selected or adjusted as required to meet safety and production requirements 2.4 Processing/packaging parameters are entered as required to meet production requirements 2.5 Equipment performance is checked and adjusted as required 2.6 Pre-start checks are carried out as required by workplace requirements 2.7 Line setup is completed to match production/packaging schedule and operating requirements 2.8 The line is ready and safe to operate and any maintenance requirements are reported according to workplace reporting requirements 2.9 Relevant personnel are notified of setup completion |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Food Standards Code and reference to food safety is replaced by GMP
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules or instructions, Material Safety Data Sheets (MSDSs), diary. ISO Registered forms, manufacturers' instructions or verbal direction from manager, supervisor or senior
- Equipment adjustment may include limited use of hand tools such as Allen keys and screwdrivers within level of responsibility
- Confirming cleaning requirements and status may involve accessing cleaning records

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access production/packing schedule and related information to identify line setup/changeover requirements. This may involve checking product sequencing and compatibility, confirming that the required cleaning and/or sanitation has occurred and required packaging components and consumables are available as appropriate
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary equipment and related attachments, materials and services for production
- Confirm supply of necessary equipment and services to carry out setup operations
- Set and/or adjust equipment to meet production/packaging requirements. This includes selecting the required parameters or equipment settings. This may involve changing processing set points as required
- Position safety guards and cancel isolation/lockouts ready for operation
- Confirm that sensors and related feedback instruments are correctly positioned and operational
- Operate equipment to confirm equipment setup and make final adjustments as required
- Time setup activities to meet production requirements
- Advise affected work areas/personnel of completion of setup
- Maintain work area to meet housekeeping standards

May include ability to:

- Load and/or position materials/ingredients/product and/or packaging consumables as required
- Use the control panel/system to set and adjust equipment components
- Conduct routine maintenance

Knowledge of:

- Basic operating principles of equipment and related accessories. This includes a knowledge of equipment adjustment points, range and location/alignment requirements of sensors and related feedback instruments, and status and purpose of guards
- Operating capacities of equipment used in the work area. This may include an awareness of different types of equipment and/or components as required by processing operations
- Nature of setup/changeover requirements. This may include awareness of product compatibility and related cleaning requirements, impact of variation in materials or product on setup requirements, equipment and/or attachment changeovers related to given products
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Pre-start checks required by setup/changeover
- Related processes and personnel dependent on line setup, and communication responsibilities
- Isolation, lock out and tag out procedures and responsibilities
- OHS hazards and controls
- Procedures and responsibility for reporting equipment performance information

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Routine maintenance requirements and procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTCRM2A Conduct routine maintenance

Resources required for assessment

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

- Personal protective clothing and equipment
- Production/packaging schedule and related advice on setup/changeover requirements
- Cleaning records/clearance as required
- Information on equipment capacity and operating parameters
- Process/packaging equipment and related accessories and services
- Materials/consumables required by the process
- Hand tools as required

FDFZPRSPS2A**Unit Descriptor****Operate a spreads production process**

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a spreads production process appropriate to the manufacture of margarine or dairy-based spreads.

Unit Sector

Production

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--|--|
| 1. Prepare the spreads equipment and process for operation | <ul style="list-style-type: none"> 1.1 Materials are confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements 1.4 Processing/operating parameters are entered as required to meet safety and production requirements 1.5 Equipment performance is checked and adjusted as required 1.6 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the spreads process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The process is monitored to confirm that specifications are met 2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards 2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the spreads process | <ul style="list-style-type: none"> 3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Spreads may include pure fat or emulsion-based products
- Processing equipment may include pumps, heat exchangers, chillers, crystallisers, pin machines, votators, perfectors
- Operation of equipment and processes may require the use of process control panels and systems
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services may need to be confirmed. These depend on the nature of the process. Typical examples include power, steam, water, refrigeration, and compressed and instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify processing requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; confirming that related equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. This may include monitoring:
 - temperature
 - work input
 - throughput
 - pressures
 - crystal formation
- Monitor supply and flow of materials to and from the process
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Demonstrate batch/product changeovers
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Collect samples and conduct tests
- Conduct routine maintenance
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of spreads preparation. This includes a basic understanding of crystallisation, the relationship between stages of crystal formation, work input and temperature, and the stages involved in the process
- Basic operating principles of equipment. This may include an operational understanding of main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation. It also includes knowledge of services required and action to take if services are not available
- The flow of this process and the effect of outputs on downstream processes
- Quality characteristics required of the finished product
- Quality requirements of oil or emulsion for processing and the effect of variation on process performance
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Methods used to monitor the spreads production process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Contamination/food safety risks associated with the process and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Product/process changeover procedures and responsibilities
- Isolation, lock out and tag out procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the process. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and testing associated with process monitoring and control

- Routine maintenance procedures
- Cleaning and sanitation procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCIP2A Clean equipment in place
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Production schedule/batch instructions
- Specifications, control points and processing parameters
- Spread processing and related equipment and services
- Emulsion or oil to be processed
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPRSYS3A**Unit Descriptor****Operate processes in a production system**

This is a Specialist unit. It covers the skills and knowledge required to set up, operate and adjust inter-related processes in a production system. A system typically involves a series of inter-related processes that must be co-ordinated and concurrently operated to produce the required outcome. Individual processes may be directly operated, automated and/or operated by others.

System operation requires higher level planning and problem solving skills applied to the series of processes than is required when operating an individual unit of equipment or multiple pieces of the same equipment.

Unit Sector

Production

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--|--|
| 1. Prepare the production system for operation | <ul style="list-style-type: none"> 1.1 Equipment, materials and services are confirmed and available to meet production requirements 1.2 Cleaning requirements and equipment status are identified and confirmed 1.3 Machine settings are selected or adjusted as required to meet safety and production requirements 1.4 Processing/operating parameters are entered as required to meet production requirements 1.5 Materials, ingredients and/or product are loaded or positioned as required to meet production requirements 1.6 Pre-start checks are carried out as required by workplace requirements 1.7 Equipment performance is checked and adjusted as required 1.8 Equipment is ready and safe to operate |
| 2. Operate and monitor the production system | <ul style="list-style-type: none"> 2.1 The system is started up and operated according to company procedures 2.2 System equipment components are monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The production system is monitored to confirm that specifications are met 2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards |
| 3. Hand over production system operation | <ul style="list-style-type: none"> 3.1 Workplace records are maintained according to workplace recording requirements 3.2 Handover is carried out according to workplace procedures 3.3 Process operators are aware of system and related equipment status at completion of handover |

- | | | | |
|----|---|-----|--|
| 4. | Shut down the production system | 4.1 | The appropriate shutdown procedure is identified |
| | | 4.2 | The system is shut down according to workplace procedures |
| | | 4.3 | Maintenance requirements are identified and reported |
| 5. | Contribute to continuous improvement of the production system | 5.1 | System performance is reviewed against output plan/targets |
| | | 5.2 | Opportunities for system improvement are identified and investigated |
| | | 5.3 | Proposals for improvement are developed and implemented within company planning arrangements, authority levels and according to company procedures |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, performance records and reports
- A system typically involves a series of inter-related processes that must be co-ordinated and concurrently operated to produce the required outcome
- System operation may involve co-ordination of operators of system components
- Handovers may be done in person or via recording/communication systems according to workplace arrangements
- Operation and monitoring of equipment and system processes typically requires the use of control panels and systems
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Confirming cleaning requirements and status may involve accessing cleaning records

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access production schedule and related information to identify system output and operating requirements. This may involve planning daily production schedules and/or modifying plans to respond to operating conditions and customer requirements
- Liaise with relevant work areas to confirm and/or secure necessary materials, services, equipment and labour to meet production requirements
- Confirm supply of necessary equipment and related attachments, materials and services
- Select, fit and use personal protective clothing and/or equipment
- Set and/or adjust equipment to meet process output requirements. This includes inspecting equipment condition to identify any signs of wear; confirming selection of appropriate settings and/or related parameters; ensuring that isolation or lockouts are cancelled as required; confirming that equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational. Checks may be done by the system operator or involve observing/supporting others setting and adjusting equipment and conducting pre-start checks
- Load and/or position materials, ingredients and/or product as required
- Operate and monitor the production system. This may involve use of a process control system and/or observing/supporting others to follow correct operating procedures
- Monitor materials flow and work-in-progress through the system
- Confirm that the system operates within specified parameters and inspection/ control points are monitored
- Determine responses to out-of-specification results or non-conformance within level of responsibility
- Monitor operating efficiencies of the system and investigate, resolve and/or report problems
- Plan scheduled events to minimise disruption to production
- Conduct/co-ordinate product or batch changeovers
- Conduct/co-ordinate shift handovers
- Review and maintain procedures to support system improvements
- Maintain work area to meet housekeeping standards

Knowledge of:

- Purpose and basic principles of the production system. This includes an understanding of the system process flow, the inter-relationships of each process to identify the impact of variation on related processes, and optimisation options
- Basic operating principles of equipment and related accessories used by the system. This includes a knowledge of equipment adjustment points, status and purpose of guards, and range and location/alignment requirements of sensors and related feedback instruments
- Operating capacities of equipment used in the system. This may include an awareness of different types of equipment and/or components as required by processing/packaging operations
- Understanding of related systems and responsibilities for interaction. These typically include related production systems, services supply, packaging/ warehousing, maintenance, laboratory/quality assurance and planning and scheduling
- Technical knowledge of product characteristics and common types of variation in materials and/or ingredients used. This includes an understanding of the effect of variation on each stage of the system and scope to adjust or correct
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Relevant procedures, specifications and operating parameters for the system and the individual processes
- Isolation, lock out and tag out procedures and responsibilities
- Hazards, risks, controls and methods for monitoring processes within the system. This includes health and safety, food safety, quality and environmental hazards and risks
- Workplace system and approach to equipment maintenance
- Process improvement procedures and related consultative arrangements
- Troubleshooting procedures and problem solving techniques
- Communication responsibilities to inform related work areas/support functions and other shifts of operational status and production issues
- Procedures and responsibility for reporting production and performance information

Relationship with other standards**Pre-requisite units**

At least two specialist units at AQF 2 relevant to the system operated are pre-requisites for this unit, except where this unit is applied to a Plant Baking or Retail Baking qualification where no pre-requisite units from AQF 2 apply.

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTSM3A Support and mentor individuals and groups

Resources required for assessment

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

- Personal protective clothing and equipment
- Production schedule and related advice on system requirements
- Information on equipment capacity and operating parameters
- Production system equipment and related accessories and services
- Materials/consumables required by the process
- Communication and recording systems and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPRTC2A

Unit Descriptor

Operate a chocolate tempering process

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a tempering process used to temper chocolate.

Unit Sector

Production

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Prepare the tempering equipment and process for operation | <ul style="list-style-type: none"> 1.1 Chocolate for tempering is confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Processing/operating parameters are entered as required to meet safety and production requirements 1.4 Equipment performance is checked and adjusted as required 1.5 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the tempering process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The process is monitored to confirm that tempering specifications are met 2.5 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards 2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the tempering process | <ul style="list-style-type: none"> 3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Typical equipment for an automated process includes pumps, storage/holding/melt tanks and tempering equipment
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Operation of equipment and processes may require the use of process control panels and systems
- Services may need to be confirmed. These depend on the nature of the process. Services for an automated process may include power, fuel, compressed and instrumentation air, steam and water

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify tempering process requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary materials and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; and confirming that equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust tempering process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. Monitoring may include:
 - setting pump speeds
 - checking temperature/zone settings
 - checking chocolate temperatures
- Monitor supply and flow of materials to and from the tempering process and equipment operation to confirm process remains within specification
- Demonstrate product/batch changeovers
- Conduct temper test, interpret results and determine adjustments as required
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take tempering process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Conduct routine maintenance
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of the tempering process. This includes:
 - basic understanding of the crystallisation behaviour of cocoa fat
 - relationship between crystal forms and melting points/temperatures
 - process stages - heating, cooling and agitating, and reheating and effect of each of these on outcomes
- Basic operating principles of equipment. This may include an operational understanding of main equipment components; temperature zones; status and purpose of guards; equipment operating capacities and applications; and the purpose and location of sensors and related feedback instrumentation. It also includes knowledge of services required and action to take if services are not available
- The flow of the tempering process and the effect of outputs on downstream processes
- Quality characteristics required of chocolate for tempering and the effect of variation on tempering process performance
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Methods used to monitor the tempering process. This includes an understanding of temper test procedures and the significance of results for tempering process adjustments. It also requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Contamination/food safety risks associated with the tempering process and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the tempering process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Product/process changeover procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the tempering process. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Routine maintenance procedures
- Cleaning and sanitizing procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRC12A Operate a process control interface
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Recipe/batch instructions
- Specifications, control points and processing parameters
- Process and related equipment and services
- Chocolate to be tempered
- Tempermeter
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDZPRW1A

Participate effectively in a workplace environment

Unit Descriptor

This is a Specialist unit. It covers the skills and knowledge required to participate effectively in a workplace environment.

Unit Sector

Production

ELEMENT

PERFORMANCE CRITERIA

1. Carry out responsibilities in accordance with workplace policies and procedures	1.1 Information on conditions of employment, company policies and procedures is identified 1.2 Policies and procedures are applied when carrying out work role
2. Identify and locate company product and processes	2.1 Company product range is identified 2.2 Production/packaging stages and processes carried out on site are identified and located

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out in accordance with company policies and procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements. When applied to the pharmaceutical industry, relevant GMP codes apply and reference to food safety is replaced by GMP
- Company policies and procedures referred to are additional to those covered by OHS, quality, food safety and environmental competency standards. They include codes of practice and general employment policies and procedures in areas such as sexual harassment, EEO/affirmative action, anti-discrimination, racial vilification and workplace bullying
- Conditions of employment typically include pay and conditions; leave arrangements; reporting and timekeeping responsibilities; terms of employment including permanent, casual and probationary periods; disciplinary procedures; and staff facilities and amenities
- Key personnel may include but are not limited to HR personnel responsible for recruitment, training, pay and conditions issues; relevant site and operations managers; supervisors/team leaders; and industrial/work area representatives

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Identify and access information on conditions of employment and workplace policies and procedures. Information may be provided in print, audio-visual and/or verbal formats
- Locate workplace amenities and facilities relevant to work responsibilities
- Identify and locate materials/storage areas in the work place, relevant to work role. This may include locating tank farms and other bulk storage locations and identifying special storage conditions such as hazardous goods and temperature controlled stores areas
- Identify and locate production and packing processes/main work areas in the workplace
- Model appropriate behaviour when interacting with others and moving around the workplace

Knowledge of:

- Workplace structure and key personnel
- Rights and responsibilities of employees as defined in employment conditions
- Company policies and procedures relating to work responsibilities. This includes awareness of areas covered by legislation and related responsibilities
- Appropriate personal conduct in a work area. This includes minimum clothing and personal hygiene standards when entering and moving around a food processing area in order to protect both employees and product safety. It also covers appropriate behaviour towards others in the work area
- Industrial representation arrangements
- Site security arrangements. This includes awareness of responsibility to report when coming on and off site
- Site layout. This includes main facilities such as canteens, parking areas, storage areas, processing and packing areas and location of emergency exits and assembly areas
- The main products/product range produced in the workplace
- Stages and processes used to manufacture and package products
- Personal reporting roles and responsibilities

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with other units of competence relevant to the work role.

Resources required for assessment

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

- Advice on work roles and responsibilities
- Advice on workplace policies, codes of practice, procedures, structure and personnel
- Advice on conditions of employment and entitlements
- Site maps
- Workplace access

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPRWD2A

Unit Descriptor

Operate a washing and drying process

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a washing and drying process. This process typically applies to washing and drying raw product such as fruit and vegetables.

Unit Sector

Production

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Prepare the equipment and process for operation | <ul style="list-style-type: none"> 1.1 Raw materials are confirmed and available to meet production requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements 1.4 Equipment performance is checked and adjusted as required 1.5 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the washing and drying process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Raw materials are inspected and washed to meet workplace specifications 2.3 Washed materials are transferred to drying stage 2.4 Materials are dried to specification 2.5 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.6 Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.7 The workplace meets housekeeping standards 2.8 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the washing and drying process | <ul style="list-style-type: none"> 3.1 The appropriate shutdown procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Washing and drying equipment may include wash baths/tanks/flumes, pumps, drying equipment such as centrifuges, conveyors and materials handling equipment
- Operation of equipment and processes may require the use of process control panels and systems
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to [FDFOPTCRM2A Conduct routine maintenance](#)
- Shutdown procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew
- Services may need to be confirmed. These depend on the nature of the process. Typical examples include power, water and compressed/instrumentation air

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify production requirements
- Select, fit and use personal protective clothing and/or equipment
- Confirm supply of necessary raw materials and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; confirming that equipment is clean and correctly configured for processing requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust washing and drying equipment to achieve required outcomes. This may include monitoring control points and conducting inspections to confirm process remains within specification. Monitoring may include:
 - operation of dosing equipment
 - tank/bath or flume water levels
 - related equipment operation (such as pumps/conveyors)
 - immersion of raw materials
 - temperatures
 - water quality
 - flow rates
 - drying times
 - weight - before and after drying
- Monitor supply and flow of raw materials to the wash process and from the drying process
- Take corrective action in response to out-of-specification results
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- Demonstrate batch/product changeovers
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Use process control systems
- Collect samples and conduct tests
- Conduct routine maintenance
- Clean and sanitize equipment

Knowledge of:

- Purpose and basic principles of the washing and drying process. This includes an understanding of the importance of water quality, the role of sanitizers in the washing process, and of drying technology such as the use of centrifugal force in a drying process
- Basic operating principles of equipment. This may include an operational understanding of main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation. It also includes knowledge of services (principally water) required and action to take if services are not available
- The flow of this process and the effect of outputs on downstream processes
- Quality characteristics to be achieved by both the washing and drying stages. This includes an understanding of the consequence of out-of-specification moisture levels on further processing and final product
- Quality requirements of raw materials and effect of variation on process performance. This includes a basic understanding of how variation in microbial load can affect the washing and drying process
- Operating requirements, parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- Methods used to monitor the washing and drying process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
- Contamination/food safety risks associated with the process and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the process and workplace production requirements. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage
- Isolation, lock out and tag out procedures and responsibilities
- Product/process changeover procedures and responsibilities
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the process. This includes waste/rework collection and handling procedures related to the process

May include knowledge of:

- Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
- Sampling and testing associated with process monitoring and control
- Routine maintenance procedures
- Cleaning and sanitation procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRC12A Operate a process control interface
- FDFOPTISP2A Apply sampling techniques
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct minor routine maintenance
- FDFZCSCIP2A Clean equipment in place
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Production schedule/batch instructions
- Specifications and inspection or control points
- Washing and drying equipment and services. This includes water and sanitizer
- Raw materials to be processed
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

FDFZPRWP2A**Unit Descriptor****Operate a water purification process**

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a water purification process to produce water to meet production requirements.

Unit Sector

Production

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 1. Prepare the water purification equipment and process for operation | <ul style="list-style-type: none"> 1.1 Materials are confirmed and available to meet operating requirements 1.2 Cleaning and sanitizing requirements and status are identified and confirmed 1.3 Batch records or process documentation is completed 1.4 Processing/operating parameters are entered and/or confirmed as required to meet safety and production requirements 1.5 Equipment performance is checked and adjusted as required 1.6 Pre-start checks are carried out as required by workplace requirements |
| 2. Operate and monitor the water purification process | <ul style="list-style-type: none"> 2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions from those indicated in workplace documents or standard operating procedures 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The process is monitored to confirm that purified water is produced to specification 2.5 Out-of-specification process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards 2.7 Workplace records are maintained according to workplace recording requirements |
| 3. Shut down the water purification process | <ul style="list-style-type: none"> 3.1 The appropriate shut down procedure is identified 3.2 The process is shut down according to workplace procedures 3.3 Workplace and/or batch documentation is completed 3.4 Maintenance requirements are identified and reported according to workplace reporting requirements |

RANGE STATEMENT

The range statement indicates the context for demonstrating competence. This statement is a guide and, unless otherwise indicated, items may or may not apply as required by the work context.

Range description

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes the Food Standards Code including labelling, weights and measures legislation; and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Australian Food Standards Code and reference to food safety is replaced by GMP
- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports
- Water purification equipment may include dosing equipment, storage tanks, pumps, valves, distillation systems, reverse osmosis systems, ultra violet light, deionisation plants, softeners, carbon tanks and filters
- Water produced may include but is not limited to Purified Water, Deionised Water, Reverse Osmosis (RO), Distilled Water and Water for Injection (WFI)
- Purification processes are typically continuous processes
- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to FDFOPTCRM2A Conduct routine maintenance
- Operation of equipment and processes typically requires the use of process control panels and systems

EVIDENCE GUIDE

The assessment process must address all of the following items of evidence.

Ability to:

- Access workplace information to identify water purification process requirements
- Select, fit and use personal protective clothing and/or equipment
- Respond appropriately to hazards including chemical spills
- Confirm supply of necessary materials and services
- Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear; selecting appropriate settings and/or related parameters; cancelling isolation or lockouts as required; confirming that equipment is clean and correctly configured for water purification process requirements; sensors and controls are correctly positioned; any scheduled maintenance has been carried out, and that all safety guards are in place and operational
- Start, operate, monitor and adjust water purification process equipment to achieve required outcomes. This may include monitoring control points and conducting inspections as required to confirm process remains within specification. Monitoring may include:
 - flow rates
 - pressure
 - operation of dosing equipment (where relevant)
 - alarms
- Monitor supply and flow of materials to and from the water purification process
- Take corrective action in response to out-of-specification results
- Maintain a purification system free of physical, chemical and biological contaminants
- Respond to and/or report equipment failure within level of responsibility
- Locate emergency stop functions on equipment
- Follow isolation and lock out/tag out procedures as required to take water purification process and related equipment off-line in preparation for cleaning/back flushing and/or maintenance within level of responsibility
- Carry out cleaning/sanitizing/regenerating/back-flushing as required
- Complete workplace records as required
- Maintain work area to meet housekeeping standards

May include ability to:

- Collect samples and conduct tests
- Conduct routine maintenance

Knowledge of:

- Purpose and basic principles of the water purification process. This includes an understanding of the methods used to purify water appropriate to workplace requirements
- Basic operating principles of equipment. This may include an operational understanding of main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation. It also includes knowledge of services required and action to take if services are not available
- The flow of the water purification process and the effect of outputs on downstream processes
- Quality characteristics to be achieved by the water purification process
- Quality requirements of inputs to the purification process and the effect of variation on process performance
- Operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- Typical equipment faults and related causes. This includes following troubleshooting and problem solving guidelines, and recognising signs and symptoms of faulty equipment and early warning signs of potential problems
- Basic operating principles of process control as appropriate. This includes the relationship between control panels and systems and the physical equipment
- Methods used to monitor the water purification process. This may include inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the water purification process and the related procedures and recording requirements
- GMP/food safety requirements (as appropriate) associated with the purification process and related control measures
- Common causes of variation and corrective action required
- OHS hazards and controls
- Requirements of different shutdowns as appropriate to the water purification process and workplace production requirements. This includes emergency and routine shutdowns
- Isolation, lock out and tag out procedures and responsibilities
- Cleaning and sanitation procedures
- Procedures and responsibility for reporting production and performance information
- Environmental issues and controls relevant to the water purification process

May include knowledge of:

- Sampling and testing associated with water purification

- process monitoring and control
- Routine maintenance procedures

Relationship with other standards

Pre-requisite units

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

Co-assessment of related units

This unit should be assessed together with core units and other units of competence relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFZPRCI2A Operate a process control interface
- FDFOPTISP2A Implement sampling procedures
- PMLTEST300A Perform basic tests
- FDFOPTCRM2A Conduct routine maintenance
- FDFZCSCIP2A Clean equipment in place
- FDFZCSCS2A Clean and sanitize equipment

Resources required for assessment

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

- Personal protective clothing and equipment
- Work procedures including advice on safe work practices, food safety, quality and environmental requirements
- Information on equipment capacity and operating parameters
- Production schedule
- Specifications, control points and processing parameters
- Water purification process, chemicals and related equipment and services
- Water to be purified
- Sampling schedules and test procedures and equipment as required
- Documentation and recording requirements and procedures
- Cleaning procedures, materials and equipment as required

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

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