



**Australian Government**

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

# **SFISTOR205A Prepare, pack and dispatch non-live product**

**Release: 1**

## **SFISTOR205A Prepare, pack and dispatch non-live product**

### **Modification History**

Not Applicable

## Unit Descriptor

<b>Unit descriptor</b>	<p>This unit of competency involves accurately weighing and correctly packaging fresh or frozen product so that it will arrive at its destination at the appropriate temperature.</p> <p>For live stock refer to SFISTOR204A Prepare, pack and dispatch stock for live transport.</p> <p>Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.</p>
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## Application of the Unit

<b>Application of the unit</b>	<p>This unit will apply particularly to persons employed at seafood cooperatives and other businesses where product is accepted, weighed and packed for dispatch.</p> <p>All enterprise or workplace procedures and activities are carried out according to <b><i>relevant government regulations, licensing and other compliance requirements, including occupational health and safety (OHS) guidelines, food safety and hygiene regulations and procedures and ecologically sustainable development (ESD) principles.</i></b></p> <p>Equipment operation, maintenance, repairs and calibrations are undertaken in a safe manner that conforms to manufacturer instructions. Appropriate <b><i>personal protective equipment (PPE)</i></b> is selected, checked and maintained</p>
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## Licensing/Regulatory Information

Refer to Unit Descriptor

## Pre-Requisites

<b>Prerequisite units</b>		

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

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

ELEMENT	PERFORMANCE CRITERIA
1. Prepare product	<p>1.1. Workplace is cleaned before commencing.</p> <p>1.2. Product to be received is checked before weighing, against the <i>specification</i> for the species and is visually inspected for any signs of spoilage, defects and parasites.</p> <p>1.3. Defective product is identified and set aside, and supervisor is notified.</p> <p>1.4. Accepted product is weighed allowing for drainage of liquid from fresh product, and weight recorded.</p> <p>1.5. Identification and traceability of product is checked and recorded.</p> <p>1.6. The temperature of fresh and frozen product is checked and recorded, and action taken, if necessary, to reduce temperature to level required.</p>
2. Pack product for dispatch	<p>2.1. Product is prepared, if necessary, according to customer specifications.</p> <p>2.2. Product is packaged according to customer specifications and <i>transport requirements and regulations</i>.</p> <p>2.3. Product packaging is checked to ensure the product temperature remains at the required level until product is received by customer, taking full account of possible delays that may occur.</p> <p>2.4. Product is labelled ensuring that original identification of the product can be easily established.</p>
3. Dispatch product	<p>3.1. Product is taken to, or collected by, transport company and appropriate dispatch <i>forms</i> are completed and filed.</p> <p>3.2. Temperature of fresh and frozen product before final dispatch is measured and recorded.</p> <p>3.3. Customer is notified of the time and place of product delivery and advised of consignment number or other means of identifying product.</p>
4. Complete post-packing tasks	<p>4.1. Clean up of work area, including repairs and storage of equipment is supervised, and condition report prepared.</p> <p>4.2. Relevant packing data, observations or information are recorded legibly and accurately, and any out of range or unusual records are checked.</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>4.3. Non-compliances are conveyed to supervisor.</p> <p>4.4. Feedback is sought on effectiveness of the packing activities.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- assessing seafood quality
- communicating orally to give and receive information
- handling of fresh and live frozen seafood
- identifying species
- using a calculator.

#### Literacy skills used for:

- identifying and tracing product
- interpreting basic order forms
- interpreting enterprise procedures
- interpreting outline of specifications
- preparing basic invoices
- recording packing data and observations.

#### Numeracy skills used for:

- calculating extensions of weight and price to give an accurate price of product
- calculating total of invoice
- reading a thermometer
- weighing product.

#### Required knowledge

- common defects, diseases and parasites, and spoilage pattern for species
- food regulations and enterprise procedures for:
  - temperature control
  - hygienic handling and preparation of seafood
  - personal and workplace hygiene

**REQUIRED SKILLS AND KNOWLEDGE**

- safe procedures for manual handling and load shifting.

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

#### Overview of assessment

#### Critical aspects for assessment evidence required to demonstrate competence in this unit

Assessment must confirm the ability to:

- assess quality of seafood or other aquatic product when received at the enterprise against a company specification
- comply with required food regulations and enterprise procedures
- safely and hygienically handle and package product for distribution by road, rail, ship or air
- weigh product.

Assessment must confirm knowledge of:

- common seafood defects, diseases and parasites
- degree of freshness and spoilage pattern for the species or product
- how to use a calculator
- seafood or other aquatic species and product types.

#### Context of and specific resources for assessment

Assessment is to be conducted at the workplace or in a simulated work environment. It should cover fresh, frozen or live fish, crustaceans and molluscs or other aquatic products, with a minimum of two species from each group.

Resources may include:

- calculator
- data sheets for recording information
- fish tubs or other transport containers
- fresh, frozen and live seafood or other aquatic product, including at least two (2) species of fish, crustaceans and molluscs, or same species of different sizes
- ice, live seafood storage tanks
- packaging materials
- sample invoices



<b>EVIDENCE GUIDE</b>	
	<ul style="list-style-type: none"> <li>• sample workplace specifications</li> <li>• scales</li> <li>• thermometer or temperature recording devices.</li> </ul>
<b>Method of assessment</b>	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> <li>• demonstration of handling and repackaging</li> <li>• written or oral questions.</li> </ul>
<b>Guidance information for assessment</b>	<p>This unit may be assessed holistically with other units within a qualification.</p>

## Range Statement

<b>RANGE STATEMENT</b>	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><b><i>Relevant government regulations, licensing and other compliance requirements</i></b> are followed including:</p>	<ul style="list-style-type: none"> <li>• biosecurity, translocation and quarantine</li> <li>• business or workplace operations, policies and practices</li> <li>• correct marketing names and labelling</li> <li>• environmental hazard identification, risk assessment and control</li> <li>• food safety/Hazard Analysis Critical Control Point (HACCP), hygiene and temperature control along chain of custody, and Australian Quarantine Inspection Service (AQIS) Export Control (Fish) orders</li> <li>• health and welfare of aquatic animals</li> <li>• OHS hazard identification, risk assessment and control.</li> </ul>
<p><b><i>OHS guidelines</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• appropriate workplace provision of first aid kits and fire extinguishers</li> <li>• clean, uncluttered, hygienic workplace</li> <li>• codes of practice, regulations and/or guidance notes which may apply in a jurisdiction or industry sector</li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• enterprise-specific OHS procedures, policies or standards</li> <li>• hazard and risk assessment of workplace and maintenance activities and control measures</li> <li>• induction or training of staff, contractors and visitors in relevant OHS procedures and/or requirements to allow them to carry out their duties in a safe manner</li> <li>• OHS training register</li> <li>• safe lifting, carrying and handling techniques, including manual handling, and the handling and storage of hazardous substances</li> <li>• safe systems and procedures for confined space entry and the protection of people in the workplace</li> <li>• systems and procedures for the safe maintenance of property, machinery and equipment, including hydraulics and exposed moving parts</li> <li>• the appropriate use, maintenance and storage of PPE.</li> </ul>
<p><b><i>Food safety and hygiene regulations and procedures</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• Australian Shellfish Sanitation program</li> <li>• equipment design, use, cleaning and maintenance</li> <li>• exporting requirements, including AQIS Export Control (Fish) orders</li> <li>• HACCP, food safety program, and other risk minimisation and quality assurance systems</li> <li>• location, construction and servicing of seafood premises</li> <li>• people, product and place hygiene and sanitation requirements</li> <li>• Primary Products Standard and the Australian Seafood Standard (voluntary)</li> <li>• product labelling, tracing and recall</li> <li>• receipt, storage and transportation of food, including seafood and aquatic products</li> <li>• requirements set out in Australian and New Zealand Food Authority (ANZFA) Food Standards Code and state and territory food regulations</li> <li>• temperature and contamination control along chain of custody.</li> </ul>

<b>RANGE STATEMENT</b>	
<b><i>ESD principles</i></b> may include:	<ul style="list-style-type: none"> <li>• applying animal welfare ethics and procedures</li> <li>• controlling effluents, chemical residues, contaminants, wastes and pollution</li> <li>• improving energy efficiency</li> <li>• increasing use of renewable, recyclable and recoverable resources</li> <li>• minimising noise, dust, light or odour emissions</li> <li>• preventing live cultured or held organisms from escaping into environment</li> <li>• reducing emissions of greenhouse gases</li> <li>• reducing energy use</li> <li>• reducing use of non-renewable resources</li> <li>• undertaking environmental hazard identification, risk assessment and control.</li> </ul>
<b><i>PPE</i></b> may include	<ul style="list-style-type: none"> <li>• gloves, mitts or gauntlets, and protective hand and arm covering</li> <li>• protective hair, beard and boot covers</li> <li>• insulated protective clothing for freezers or chillers and refrigeration units</li> <li>• non-slip and waterproof boots (gumboots) or other safety footwear</li> <li>• protective eyewear, glasses and face mask</li> <li>• uniforms, overalls or protective clothing (e.g. mesh and waterproof aprons).</li> </ul>
<b><i>Specification</i></b> may include:	<ul style="list-style-type: none"> <li>• fresh or frozen seafood and other aquatic products</li> <li>• product form, such as whole, head on gill gutted (HOGG), fillet, portioned, shucked and peeled</li> <li>• quality assessment against company specifications</li> <li>• size, weight grade, condition and fullness</li> <li>• species, such as fish, crustaceans, molluscs and other invertebrates.</li> </ul>
<b><i>Transport requirements and regulations</i></b> may include:	<ul style="list-style-type: none"> <li>• airline requirements</li> <li>• AQIS requirements (imports and exports)</li> <li>• labelling for product traceability</li> <li>• road and rail transport regulations.</li> </ul>
<b><i>Forms</i></b> may include:	<ul style="list-style-type: none"> <li>• consignment notes</li> <li>• invoices</li> </ul>

**RANGE STATEMENT**

	<ul style="list-style-type: none"><li>• records of temperature readings</li><li>• statements.</li></ul>
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**Unit Sector(s)**

<b>Unit sector</b>	Storage
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**Co-requisite units**

<b>Co-requisite units</b>		

**Competency field**

<b>Competency field</b>	
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