



Australian Government

FBPGRA3003 Lead flour milling shift operations

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0.

Application

This unit of competency describes the skills and knowledge required to lead milling operations during a shift, including acting as a technical resource to other mill employees.

This unit applies to a miller who is responsible for the flour mill operations during a shift and relates to the milling of all grains for flour and other milling processed food and non-food products.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Grain processing (GRA)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish shift operating environment	1.1 Identify products and quantities to be produced by mill during shift 1.2 Identify from authorised suppliers, the supplier of grain used during shift and the varieties supplied 1.3 Apply required costing and control procedures to achieve set key

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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	performance indicators (KPIs) 1.4 Establish range of available equipment and any unique design or operating factors 1.5 Identify staffing and work organisation for shift 1.6 Identify any budget and/or budget operating procedures relevant for shift operations
2. Monitor quality during shift	2.1 Identify specifications for flour to be produced during shift 2.2 Identify performance indicators and production targets for mill and mill departments during shift 2.3 Supervise testing regime for mill during shift 2.4 Monitor performance against targets and indicators 2.5 Report non-conformances and take appropriate corrective actions
3. Set and supervise grain supply and intake procedures	3.1 Supervise grain receipt operations, including compliance with instructions for rejected deliveries 3.2 Set screening criteria and procedures for re-use of screenings 3.3 Set blending criteria for holding bins/silos
4. Set and supervise grain conditioning process and specifications	4.1 Specify and communicate grain cleaning requirements to operators 4.2 Set water volume for each grain batch 4.3 Set conditioning time per batch 4.4 Determine any blending and treatment criteria 4.5 Monitor tests and specifications for conditioned grain 4.6 Supervise transfer to storage or mill
5. Supervise production	5.1 Identify shift production targets 5.2 Obtain or determine recipes 5.3 Formulate and supervise preparation of grist 5.4 Supervise milling of individual grains 5.5 Set blending requirements, including any use of additions and adjuncts 5.6 Allocate production specifications for shift to departments 5.7 Ensure production records are kept

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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	5.8 Monitor production against targets
6. Integrate maintenance schedule with shift operations	6.1 Identify shift preventative maintenance requirements from maintenance department and/or equipment suppliers 6.2 Supervise equipment monitoring and maintenance responsibilities for operators, maintenance department and other staff 6.3 Identify and approve timing for any regular maintenance activities that will disrupt production 6.4 Supervise breakdown notification and repair procedures
7. Implement risk management procedures	7.1 Supervise implementation of workplace health and safety and dust control procedures 7.2 Monitor Hazard Analysis and Critical Control Points (HACCP) procedures during shift 7.3 Monitor compliance with environmental and sustainability regulations and targets 7.4 Monitor operations against any required regulatory compliance, including required reporting procedures
8. Provide guidance to other mill employees	8.1 Monitor and maintain standard operating procedures (SOPs) 8.2 Supervise any required training for employees during shift operations 8.3 Ensure availability of reference materials 8.4 Implement communication and feedback mechanisms to and from employees

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interpret food safety, food labelling and other regulations affecting flour mills
Writing	Record flour milling operations on paper-based and electronic

Skill	Description
	media
Numeracy	Calculate water required to achieve target moisture content, extraction rates, protein loss for each grist, and milling gains/losses
Navigate the world of work	- Interpret and follow regulatory requirements and seek clarification or other assistance when required - Identify and describe own skills, knowledge and experience within context of job role - Seek advice and feedback on current work performance
Interact with others	- Liaise with other departments on flour product requirements - Identify training needs of staff, where required - Communicate production requirements and technical information to other employees - Use effective communication skills to allocate tasks and provide feedback to team members - Use appropriate vocabulary, including technical language directly relevant to role - Recognise personal strengths and challenges associated with interacting with others in the workplace
Get the work done	- Maintain a clean and hazard-free work area - Maintain hygiene standards and wear required personal protective equipment - Maintain quality specifications across all flour milling operations in the workplace - Identify routine problems and implement standard solutions as required

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3003 Lead flour milling shift operations	FDFGR3003A Lead flour milling shift operations	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>