



Australian Government

FBPGRA3006 Implement a paddy receival and grain cleaning process

Release: 1

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Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to remove foreign materials and clean and prepare paddy rice for further processing.

The unit applies to individuals who are production workers in the rice processing environment and are responsible for the paddy receival and grain cleaning process. They work under minimal supervision and take responsibility for their own work and that of others in their team.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation 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. Prepare for safe work in a paddy receival and grain cleaning process	1.1 Select and fit personal safety protection equipment according to workplace safety procedures 1.2 Select and fit hygiene protection equipment according to

Elements	Performance criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	workplace food safety hygiene procedures 1.3 Perform personal hygiene cleaning procedures 1.4 Receive and interpret instructions on paddy receival and grain cleaning activity and performance requirements
2. Prepare the paddy receival and grain cleaning equipment for operation	2.1 Ensure raw materials are available to meet operating requirements 2.2 Identify and confirm the status of cleaning and maintenance requirements 2.3 Fit and adjust machine components and related attachments according to operating requirements 2.4 Enter processing/operating parameters to meet safety and production specifications 2.5 Check, adjust and conduct routine maintenance on equipment to ensure required performance 2.6 Conduct pre-start checks according to workplace instructions
3. Operate and monitor the paddy receival and grain cleaning process	3.1 Start up and operate process according to workplace procedures 3.2 Monitor equipment to identify variation in operating conditions, and adjust according to product specifications 3.3 Identify variation in equipment operation, and repair or report maintenance requirements according to workplace reporting procedures 3.4 Implement required safety procedures 3.5 Collect samples and test to ensure rice meets specification 3.6 Identify, rectify or report out-of-specification product/process to maintain process within specification 3.7 Ensure workplace meets housekeeping standards 3.8 Maintain records according to workplace instructions
4. Shut down the paddy receival and grain cleaning process	4.1 Identify appropriate shutdown procedure 4.2 Shut down the process safely according to workplace procedures 4.3 Identify maintenance requirements, and report according to workplace procedures

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.

Skills	Description
Reading	Reads and interprets instructions, operating procedures, specifications, and other documentation from a variety of sources, and consolidates information to determine rice production actions and activity
Writing	Accurately records and completes organisational documentation using clear language, correct spelling, grammar and terminology when reporting and maintaining rice processing records
Numeracy	- Interprets and manipulates numerical information for volumes, weights and measures - Performs mathematical calculations to check, interpret and confirm results of system tests
Oral communication	Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	- Takes full responsibility for following policies, procedures and industry standards - Identifies and acts on issues that contravene relevant policies, procedures and legal requirements
Interact with others	Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	- Takes responsibility for planning, sequencing and prioritising tasks and workload for efficiency and effective outcomes - Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations - Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking - Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
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Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA3006 Implement a paddy receival and grain cleaning process	ZRGRPPR2A Operate a paddy rice preparation process	Updated to meet Standards for Training Packages Change to coding to reflect revised AQF level Changes to the title, elements and performance criteria	No 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>

Assessment Requirements for FBPGRA3006 Implement a paddy receival and grain cleaning process

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Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented a paddy receival and grain cleaning process for at least three rice grain varieties, including:

- accessed and interpreted workplace information for paddy rice preparation requirements
- confirmed supply of necessary materials and services
- conducted pre-start checks, started, operated, monitored and adjusted process equipment to achieve required outcomes
- selected, fitted and used personal protective equipment
- followed workplace health and safety procedures
- monitored control points and conducted inspections to confirm process remains within specification
- diagnosed common faults and rectified or reported equipment failure within level of responsibility and according to workplace procedures
- took corrective action in response to out-of-specification results
- monitored supply and flow of materials to and from the process
- completed records according to workplace procedures
- maintained work area to meet housekeeping standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the paddy rice preparation process, including:
 - visual identification of short, medium and long grain rice varieties used within the organisation
 - related preparation requirements
 - process flow and the effect of paddy rice preparation process on the end product

- basic operating principles of equipment, including:
 - operational understanding of main equipment components
 - status and purpose of guards
 - equipment operating capacities and applications
 - purpose and location of sensors and related feedback instrumentation
 - services required and action to take if services are not available
 - inspection of equipment condition to identify any signs of wear
 - appropriate settings and/or related parameters
 - cancelling isolation or lock-outs
 - confirming that equipment is clean and correctly configured for processing requirements
 - confirming that sensors and controls are correctly positioned
 - confirming that scheduled maintenance has been carried out
 - confirming all safety guards are in place and operational
 - product/process changeover procedures and responsibilities
- quality characteristics, including:
 - common impurities found in paddy rice
 - acceptable levels of foreign materials content in cleaned paddy rice
 - common causes of product variation, and corrective action
 - requirements of materials and effect of variation in raw materials on the paddy rice preparation process
 - sampling and testing associated with process monitoring and control
- equipment operating requirements, parameters and corrective action required where operation is outside specified parameters, including:
 - typical equipment faults and related causes
 - recognition of signs and symptoms of faulty equipment
 - early warning signs of potential problems
 - requirements of different shutdowns, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- methods used to monitor the production process, including
 - inspecting
 - measuring
 - testing
- contamination/food safety risks associated with the process, and related control measures
- cleaning and sanitation procedures
- work health and safety hazards and controls, including awareness of the limitations of protective clothing and equipment relevant to the work process
- 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, including waste/rework collection and handling procedures related to the process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - an industrial rice processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - personal protective clothing and equipment
 - paddy rice cleaning and related equipment and services used on a commercial scale
 - paddy rice to be cleaned
 - cleaning materials and equipment
- specifications:
 - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
 - information on equipment capacity and operating parameters
 - equipment operating instructions and manuals
 - production schedule
 - specifications, control points and processing parameters
 - sampling schedules and test procedures and equipment as required
 - documentation and recording requirements and procedures
 - cleaning procedures, materials and equipment as required.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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