



Australian Government

FBPOPR2027 Dispense non-bulk ingredients

Release: 1

FBPOPR2027 Dispense non-bulk ingredients

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 weigh, measure and label non-bulk ingredients to meet production requirements.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a production environment within the food processing industry. It typically applies to the production worker responsible for the dispensing of ingredients in order to support production operations. Ingredients may be highly concentrated materials, including colours, flavours, buffered acids and preservatives.

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

Operational (OPR)

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 work in processing area	1.1 Read or listen to work instructions from supervisor and clarify where needed 1.2 Identify work health and safety hazards and tell supervisor

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Wear appropriate personal protective equipment and ensure correct fit according to work health and safety requirements 1.4 Inspect materials to confirm type, quality clearance, and quantities, and identify any obvious contamination or non-compliance
2. Prepare to dispense ingredients	2.1 Select measuring and weighing equipment appropriate to dispensing requirements and confirm readiness for use 2.2 Confirm that containers, bags and labels are available according to job specifications 2.3 Carry out pre-start checks according to operator instructions
3. Measure and/or weigh ingredients	3.1 Weigh or measure non-bulk ingredients and additives according to food safety and job specifications 3.2 Label dispensed ingredients according to workplace procedures 3.3 Monitor the accuracy of measuring and dispensing equipment to identify variation in operating conditions 3.4 Report variations in equipment operation 3.5 Follow and apply workplace cleaning and environmental procedures
4. Complete the dispensing process	4.1 Clean dispensing equipment according to workplace procedures 4.2 Identify and report unacceptable equipment and utensil condition 4.3 Identify and report maintenance requirements

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 workplace and standard operating procedures relevant to job role - Interpret production requirements
Writing	Record operating, routine maintenance and shutdown information on paper-based and electronic media

Skill	Description
Numeracy	- Monitor and interpret production and process control indicators and data - Monitor supply and flow of materials to and from the process
Navigate the world of work	- Apply workplace procedures to own role and responsibilities - Identify skills, knowledge and experience required for performing own role in the workplace - Ask questions to clarify understanding or seek further information
Interact with others	- Communicate and report operational and safety information to relevant personnel - Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	- Access and interpret process control panels and system - Maintain a clean and hazard-free work area - Identify out-of-specification standards and maintain quality specifications - Confirm equipment status and condition - Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2027 Dispense non-bulk ingredients	FDFOP2027A Dispense non-bulk ingredients	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>

Assessment Requirements for FBPOPR2027 Dispense non-bulk ingredients

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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 dispensed non-bulk ingredients on at least one occasion, including:

- accessing workplace information to identify dispensing requirements
- selecting, fitting and using personal protective equipment, including use of breathing apparatus and fume cabinets
- confirming supply of necessary raw materials, including checking ingredient type, grade, quantity, use-by codes and quality clearance
- carrying out visual inspections and tests to confirm that raw materials are appropriate for use
- conducting pre-start checks on equipment, including:
 - 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
 - confirming that any scheduled maintenance has been carried out
- identifying out-of-specification or unacceptable ingredient condition, and taking appropriate corrective action
- measuring materials and additives within specified accuracy range
- taking corrective action in response to out-of-specification results
- pacing dispensing to meet production requirements
- packing and labelling dispensed materials as required
- following labelling procedures, including identifying batch numbers, dates of preparation, contents and use-by information
- reconciling and recording materials dispensed against materials released, and returning unused materials to storage as required
- cleaning dispensing equipment and utensils according to workplace procedures
- responding to and/or reporting equipment failure within level of responsibility
- completing dispensing records by workplace recording system

- maintaining work area to meet housekeeping standards
- using basic equipment to support the dispensing process according to workplace procedures
- following relevant work health and safety procedures.

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:

- quality characteristics and related handling requirements of raw materials/ingredients and additives used, including best-by/use-by codes, ingredient compatibility and common allergens used
- storage requirements and shelf-life of ingredients and additives, including ingredients with special storage and handling requirements and including 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, including accuracy and tolerance and consequence of error
- purpose, measuring and accuracy capacity of instrumentation and related equipment calibration responsibilities and procedures
- control points in the dispensing process
- contamination and 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, including signs and symptoms of faulty equipment and early warning signs of potential problems
- work health and safety hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- cleaning, care and storage of equipment and instrumentation used for dispensing non-bulk ingredients
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the dispensing process, including waste collection and handling procedures related to the process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - personal protective clothing and equipment
 - 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
- specifications:
 - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems, production schedules, batch and recipe instructions
 - information on equipment and instrumentation capacity and operating parameters
 - dispensing schedule or batch instructions
 - documentation and recording requirements and procedures
 - cleaning and sanitation procedures, materials and equipment.

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

Links

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