



Australian Government

Department of Education, Employment and Workplace Relations

FDFLAB2010A Prepare product or show samples

Release: 2

FDFLAB2010A Prepare product or show samples

Modification History

This unit supersedes and is equivalent to FDFLABPSSB Prepare product or show samples.
April 2012: Minor typographical corrections.

Unit Descriptor

Unit descriptor	This specialist unit has been developed for the laboratory stream of the wine sector. It covers the skills and knowledge required to prepare product samples.
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Application of the Unit

Application of the unit	This unit has application in a wine operations laboratory environment. It typically targets the worker responsible for preparing samples for bottling and packaging.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	FDFLAB2011A	Use basic laboratory equipment

Employability Skills Information

Employability skills	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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Set up to prepare sample	1.1 Product and materials are confirmed and available to meet sample requirements 1.2 Equipment is checked to confirm readiness for use 1.3 Services are confirmed as available and ready for operation
2. Prepare sample for bottling	2.1 Product is blended as required to meet sample specifications 2.2 Sample is treated and processed for bottling according to workplace procedures and specific instructions 2.3 Equipment is set up and operated to meet sample specifications according to workplace procedures 2.4 Control points and equipment are monitored to confirm performance is maintained within specification 2.5 Prepared sample meets specifications 2.6 Out-of-specification sample, process or equipment performance is identified, rectified and/or reported
3. Bottle and package sample	3.1 Bottling equipment is set up, operated and monitored according to workplace procedures 3.2 Prepared sample is bottled and labelled according to workplace procedures and sample specifications 3.3 Samples are packaged and prepared for dispatch according to workplace procedures and sample specifications
4. Complete sample preparation activities	4.1 Equipment is shut down according to workplace procedures 4.2 Equipment is prepared for cleaning according to workplace procedures 4.3 Waste is collected, treated and disposed of or recycled according to workplace procedures 4.4 Work is conducted in accordance with workplace environmental guidelines 4.5 Samples awaiting dispatch are stored according to sample specifications
5. Record information	5.1 Workplace information is recorded in the appropriate format

Required Skills and Knowledge

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

Required skills include:

Note: The following required skills should be applied as appropriate to the equipment and processes that are used in the particular winery or workplace.

Ability to:

- access workplace information to identify sample preparation requirements and specifications
- liaise with clients. These may include:
 - cellar
 - bottling hall
 - marketing
 - winemaker
 - show society representatives
 - trade representatives
- select, fit and use personal protective clothing and/or equipment
- confirm supply of necessary product, materials and services
- confirm equipment status and condition. This may include checking hygiene and sanitation processes are complete
- set up, start up and operate equipment to prepare sample to specification requirements
- prepare product and materials in correct quantity and sequence. This may include:
 - sanitising bottles
 - tasting or checking quality of product sample to be processed
 - preparing trade labels
- blend products to meet sample specifications. This may include:
 - ensuring a homogenous mix
 - activities to minimise oxidation and contamination
 - interpreting and calculating ratios
 - sensory evaluation of samples
- treat or process sample ready for bottling. This may include:
 - preparing and making additions and finings
 - operating filtration and separation equipment
 - activities to minimise oxidation and contamination
 - cold stabilisation
- set up, start up and operate sample processing equipment to meet sample specifications. This may include appropriate selection of:
 - centrifuge speed
 - filler size
 - stabilisation temperatures

- inert gases
- monitor control points and equipment operation. This may include monitoring:
 - additions
 - sensory evaluation
 - clarity
- prepare a sample to meet specifications.
- recognise and identify non-conformance (e.g. wine faults and out of condition product) and out-of-specification results
- take corrective action for out-of-specification results and non-conformance
- report and/or record corrective action required
- bottle and label product samples. This may include:
 - operating manual or automatic bottling equipment
 - flushing with inert gas
 - meeting desired fill height
 - avoiding contamination
 - sealing bottle
 - providing accurate, legible and relevant information on label
 - ensuring effective adhesion of label
- pack samples for dispatch. This may include:
 - inserting in bottle capsules or post packs
 - packing in boxes
 - minimising risk of breakage or damage
 - including relevant documentation
 - providing handling and delivery instructions on outside of package
 - arranging dispatch and transport of samples
- store prepared samples appropriately. This may involve consideration of:
 - temperature
 - leakage or seal maintenance
 - occupational health and safety (OHS)
 - specific instructions
 - vibrations
 - ultraviolet (UV) light
- sort, collect, treat, recycle or dispose of waste
- shut down equipment in response to an emergency situation and routine shutdown requirements
- maintain workplace records
- maintain work area to meet housekeeping standards
- prepare equipment for cleaning. This may involve draining and/or dismantling equipment, and removing waste either manually or by rinsing prior to cleaning and sanitising
- clean and sanitise equipment
- conduct routine preventive maintenance according to enterprise procedures

- take samples according to enterprise procedures
- use oral communication skills/language to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce.

Required knowledge includes:

Note: The following required knowledge should be applied as appropriate to the equipment and processes that are used in the particular winery or workplace.

Knowledge of:

- purpose and principles of providing product samples
- workplace policy and procedures, with regard to:
 - providing samples
 - preparing samples
 - packaging samples
 - labelling samples
 - dispatching and transporting samples
- quality characteristics of products and materials used and affect on sample outcome
- equipment and instrumentation components, purpose and operating parameters
- services used
- significance and method of monitoring control points within the process
- common causes of variation or inaccuracies and corrective action required
- OHS hazards and controls
- procedures and responsibility for reporting problems
- cleaning and sanitising requirements
- routine maintenance requirements of equipment
- waste handling requirements and procedures
- blending processes and procedures
- effect of oxidation on product sample quality and techniques to minimise oxidation
- routine maintenance procedures where relevant
- sampling techniques where relevant
- wine sensory evaluation techniques where relevant
- analytical test procedures where relevant.

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	Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of ability to: • prepare equipment and materials for preparing sample • blend, treat, process and bottle sample according to workplace requirements • identify out-of-standard results • shut down equipment, conduct housekeeping and dispose of waste according to workplace standards • complete documentation.
Context of and specific resources for assessment	Assessment must occur in a real or simulated workplace where the assessee has access to: • personal protective clothing and equipment as required • work procedures, including advice on company practices, safe work practices, food safety, quality and environmental requirements • instructions, information, specifications and schedules as required • equipment, services and corresponding information as required • products and materials as required • internal and external customers and suppliers as required • cleaning procedures, materials and equipment as required • documentation and recording requirements and procedures.
Method of assessment	This unit should be assessed together with other units of competency relevant to the function or work role.

EVIDENCE GUIDE

Guidance information for assessment

To ensure consistency in one's performance, competence should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

Range Statement**RANGE STATEMENT**

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.

Policies and procedures

Work is carried out in accordance with workplace procedures, licensing requirements and legislative requirements

Workplace information

Workplace information may include:

- Standard Operating Procedures (SOPs)
- specifications
- production schedules
- instructions
- work notes
- Material Safety Data Sheets (MSDS)
- manufacturer instructions
- verbal direction from manager, supervisor, or senior operator

Confirming equipment status

Confirming equipment status involves:

- checking that hygiene and sanitation standards, safety standards and pre-start requirements are met and that equipment is operational
- checking the operation and/or calibration of measuring instrumentation

Services

Services may include:

- power
- water

RANGE STATEMENT	
	gases
Information systems	Information systems may be: print or screen based
Product samples	Product samples may be for: - show competitions - trade shows - marketing departments - overseas and domestic buyers - educational purposes
Equipment	Equipment should include that which is required to prepare a sample to winemaker's or production manager's specifications and workplace standards. It may include, but is not limited to: - filters - centrifuges - fillers - laboratory equipment
Control points	Control points refer to those key points in a work process which must be monitored and controlled. This includes: - food safety (critical) - quality and regulatory control points - inspection points
Materials	Materials may include: - additions and finings - equipment consumables (e.g. filters) - bottles - corks - stoppers - labels - packaging - pens
Products	Products may include: - still, sparkling and fortified wines - spirits - juices
Sample specifications	Sample specifications may include:

RANGE STATEMENT	
	• winemaker instructions • entry requirements • production manager requirements • trade requirements
Wine faults	Wine faults may include: • tartrates • excess sulphur • haze
Work hazards	Work may involve exposure to: • chemical, dangerous or hazardous substances

Unit Sector(s)

Unit sector	Wine operations
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