



Australian Government

Department of Education, Employment and Workplace Relations

FDFOP2001A Work effectively in the food processing industry

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to work effectively in the food processing industry by applying an understanding of the structure of the industry, workplace policies and procedures, and conditions relevant to their employment.
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Application of the Unit

Application of the unit	This unit has application in any food processing work environment and serves as an introduction to the types of products and processes used in the company and conditions relevant to their work. The unit can be contextualised to a specific sector and work environment but must include production processes and flow of product from raw materials through to distribution. This unit can be used as part of an employee's induction or preemployment training program.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Overview the food processing industry	1.1. Sectors of the food processing industry are identified 1.2. Key sector representatives and their roles are identified 1.3. Relevant legislation and guidelines common to employment in the sector are identified 1.4. Types of employment in the food industries are identified and key responsibilities described
2. Identify key production processes and supply chains	2.1. Raw materials used in the workplace and their source are identified 2.2. Range of products produced in the workplace are identified 2.3. Workplace production processes for converting materials into products are identified 2.4. Supply chains for products are identified
3. Carry out work responsibilities according to policies and procedures	3.1. Information on conditions of employment, company policies and procedures is identified 3.2. Policies and procedures are applied when carrying out work role 3.3. Rights, responsibilities and legal obligations are identified 3.4. Key personnel and their roles are identified. 3.5. Employability skills required for working effectively are identified and applied 3.6. Consequences of not following workplace environmental and safety policies and practices are identified
4. Take responsibility for own skill development	4.1. Skills required for work role are identified and own ability assessed to determine learning needs 4.2. Opportunities for skill development are identified and participated in 4.3. Responsibility is taken for own work tasks and role 4.4. Own work is monitored against workplace standards and areas for improvement identified and acted upon 4.5. Problem solving strategies are used to address problems, inconsistencies or concerns when fulfilling work role

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- identify and access information on conditions of employment and workplace policies and procedures (information may be provided in print, audio-visual and/or verbal formats)
- identify and locate materials/storage areas in the work place, relevant to work role, such as locating tank farms and other bulk storage locations and identifying special storage conditions (e.g. hazardous goods and temperature controlled stores areas)
- identify and locate production and packing processes/main work areas in the workplace
- model appropriate behaviour when interacting with others and moving around the workplace
- explain employee's responsibilities
- explain the dispute resolution procedures in the workplace
- explain the flow of product from receipt to sale in own workplace
- explain the nature and role of work instructions and standard operating procedures (SOPs)
- explain the principles of equal employment opportunity (EEO) and policies to prevent sexual harassment
- follow relevant workplace policies
- identify and explain the relevance of occupational health and safety (OHS) and regulatory requirements for food industry employees
- identify and explain workplace employment conditions
- identify relevant workplace requirements, policies and procedures and explain their implications for trainees
- list the markets where the company's products are distributed
- name the products produced in own workplace
- outline enterprise ethical standards and requirements for interacting with other employees and staff
- relate to others in an effective and non-discriminatory way showing mutual respect
- apply environmental practices
- use oral communication skills/language competence 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

REQUIRED SKILLS AND KNOWLEDGE***Knowledge of:***

- workplace structure and key personnel
- rights and responsibilities of employees as defined in employment conditions
- company policies and procedures relating to work responsibilities, including areas covered by legislation and related responsibilities
- appropriate personal conduct in a work area, including minimum clothing and personal hygiene standards when entering and moving around a food processing area in order to protect both employees and product safety, and behaving appropriately towards others in the work area
- industrial representation arrangements
- site security arrangements, including responsibility to report when coming on and off site
- site layout, including main facilities, such as canteens, parking areas, storage areas, processing and packing areas and location of emergency exits and assembly areas
- the main products/product range produced in the workplace
- stages and processes used to manufacture and package products
- personal reporting roles and responsibilities

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:

- recognise key industry sectors
- identify workplace practices and processes
- describe concepts of supply chains
- identify relevant legislation Identify expectations and responsibilities of the work role
- identify organisational products and processes
- identify location of operations.

Context of and specific resources for assessment

Assessment must occur in a real workplace where the assessee has access to:

- advice on work roles and responsibilities
- advice on workplace policies, codes of practice, procedures, structure and personnel
- advice on conditions of employment and entitlements
- site maps
- workplace access.

Method of assessment

This unit should be assessed together with other units of competency relevant to the work role.

Guidance information for assessment

To ensure consistency in one's performance, competency 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 company policies and procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements.
Company policies and procedures	Company policies and procedures referred to are additional to those covered by OHS, quality, food safety and environmental competency standards. They include: • codes of practice and general employment policies and procedures in areas, such as sexual harassment • EEO/affirmative action • anti-discrimination • racial vilification • workplace bullying
Conditions of employment	Conditions of employment typically include: • pay and conditions • leave arrangements • reporting and timekeeping responsibilities • terms of employment, including permanent, casual and probationary periods • disciplinary procedures • staff facilities and amenities
Key personnel	Key personnel may include but are not limited to: • human resource personnel responsible for recruitment, training, pay and conditions issues • relevant site and operations managers • supervisors/team leaders • industrial/work area representatives
Employability skills	Employability skills include: • ability to work in teams

RANGE STATEMENT	
	• ability to solve problems • ability to communicate in the workplace • using initiative and enterprise • using technology • ability to plan and organise • ability to manage self • ability to learn work-related skills and knowledge
Supply chains	Supply chains refer to: • concept of product flow from raw materials to production, distribution, marketing and sales • customers and suppliers
Problem solving strategies	Problem solving strategies include: • asking questions • reporting or referring to appropriate personnel • asking for help or support • referring to standard operating procedures • consideration of options • accessing information

Unit Sector(s)

Unit sector	Operational
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Competency field

Competency field	
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Co-requisite units

Co-requisite units	

Co-requisite units		