



Australian Government

Department of Education, Employment and Workplace Relations

FDFOP2027A Dispense non-bulk ingredients

Revision Number: 1

FDFOP2027A Dispense non-bulk ingredients

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to weigh, measure and label non-bulk ingredients to meet production requirements.
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Application of the Unit

Application of the unit	This unit has application in a production environment within the food processing industry. It typically targets the production worker responsible for the dispensing of ingredients in order to support production operations. Ingredients may be highly concentrated materials, such as colours, flavours, buffered acids and preservatives. Where therapeutic ingredients used are dispensed, refer to FDFPH2009A Dispense pharmaceutical raw materials. Where preparation requires preparation of dry or liquid pre-mixes, refer to FDFOP2041A Operate a mixing or blending and cooking process.
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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. Prepare to dispense ingredients	1.1. Materials are inspected to confirm type, quality clearance, quantities and identify any obvious contamination or non-compliance 1.2. Measuring and weighing equipment is selected appropriate to dispensing requirements and checked to confirm readiness for use 1.3. Containers, bags and labels are available as required 1.4. Pre-start checks are carried out as required by workplace requirements
2. Measure and/or weigh ingredients	2.1. Non-bulk ingredients and additives are weighed or measured to meet production requirements 2.2. Dispensed ingredients are labelled according to workplace procedure 2.3. Accuracy of measuring and dispensing equipment is monitored to identify variation in operating conditions 2.4. Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.5. The work area is maintained according to housekeeping standards 2.6. Work is conducted in accordance with workplace environmental guidelines
3. Complete the dispensing process	3.1. Dispensing equipment is cleaned according to workplace procedure 3.2. Unacceptable equipment and utensil condition is identified and reported 3.3. Maintenance requirements are identified and reported

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- access workplace information to identify dispensing requirements
- select, fit and use personal protective clothing and/or equipment, such as use of breathing apparatus and fume cabinets as required
- confirm supply of necessary raw materials, such as checking ingredient type, grade, quantity, use-by codes and quality clearance
- carry out visual inspections and tests as required to confirm that raw materials are appropriate for use
- conduct pre-start checks on equipment, such as 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, and confirming that any scheduled maintenance has been carried out
- identify out-of-specification or unacceptable ingredient condition and take appropriate corrective action
- measure materials and additives within specified accuracy range
- take corrective action in response to out-of-specification results
- pace dispensing to meet production requirements
- pack and label dispensed materials as required
- follow labelling procedures, such as identifying batch numbers, dates of preparation, contents and use-by information
- reconcile and record materials dispensed against materials released and return unused materials to storage as required
- clean dispensing equipment and utensils according to workplace procedures
- respond to and/or report equipment failure within level of responsibility
- complete dispensing records as required by workplace recording system
- maintain work area to meet housekeeping standards
- use basic equipment to support the dispensing process according to enterprise procedures
- collect samples and conduct tests according to enterprise procedures
- 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

Knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- quality characteristics and related handling requirements of raw materials/ingredients and additives used, such as 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, such as 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
- occupational health and safety (OHS) 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
- 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
- sampling and testing 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:

- conduct pre-start checks on ingredients and equipment used for dispensing
- accurately weigh or measure ingredients to ensure specifications are met
- take corrective action in response to inconsistencies
- correctly label ingredients
- complete workplace records as required
- apply safe work practices and identify OHS hazards and controls
- apply food safety procedures.

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
- 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
- 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
- documentation and recording requirements and procedures
- cleaning and sanitation procedures, materials and

EVIDENCE GUIDE	
	equipment as required.
Method of assessment	This unit should be assessed together with core units and other units of competency relevant to the function or work role. Examples could be: • FDFOP1005A Operate basic equipment • FDFOP2004A Clean and sanitise equipment • FDFOP2013A Apply sampling procedures • MSL973001A Perform basic tests.
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 according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
Legislative requirements	Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes: - the Food Standards Code, including labelling, weights and measures legislation - legislation covering food safety, environmental management, OHS, anti-discrimination and equal opportunity
Workplace information	Workplace information may include: - standard operating procedures (SOPs) - specifications - production/dispensing schedules and instructions - batch/recipe instructions - manufacturers' advice - standard forms and reports
Dispensing equipment	Dispensing equipment may include: - scales - pipettes - calibrated measuring containers - fume cabinets - labels/printers and related dispensary instrumentation
Materials dispensed	Materials dispensed may include: non-bulk ingredients and additives Non-bulk additives may be highly concentrated

RANGE STATEMENT

	materials, such as: • colours • flavours • buffered acids • preservatives
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Unit Sector(s)

Unit sector	Operational
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		