



Australian Government

Department of Education, Employment and Workplace Relations

FDFWIN2001A Perform effectively in a wine industry workplace

Release: 2

FDFWIN2001A Perform effectively in a wine industry workplace

Modification History

This unit supersedes but is not equivalent to FDFWIUNDB Perform effectively in the workplace (induction).

April 2012: Minor typographical corrections.

Unit Descriptor

Unit descriptor	This unit covers general wine industry knowledge and skills that an employee requires to work effectively in a wine industry enterprise.
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Application of the Unit

Application of the unit	This unit has been developed for all vocational level occupations in the wine sector and provides the skills needed by employees to place their own tasks and skills in the context of the wine enterprise's operations and supply chain. The unit is typically delivered as part of induction training but may also be delivered in other circumstances, such as transfers, contractor training and vocational training in schools.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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. Identify enterprise objectives and products	1.1 Enterprise objectives are identified 1.2 Wine products produced and services provided by the enterprise are identified 1.3 Enterprise role in the wine industry supply chain are identified
2. Identify wine production streams and functions	2.1 Key production sites are identified and their role explained 2.2 Key functions are located and their contribution to product range and quality explained 2.3 Key stages in wine production are identified
3. Identify workplace role and responsibilities	3.1 Key responsibilities of own section or function are identified 3.2 Impact of own role on wine production or supply is identified 3.3 Typical calendar of events is outlined
4. Maintain work area to meet housekeeping standards	4.1 Work area is cleaned and maintained in a safe, uncluttered and organised manner according to workplace policy 4.2 Personal hygiene standards are maintained according to workplace policy and procedures 4.3 Equipment and materials are stored according to workplace procedures
5. Locate workplace information	5.1 Personal employment terms and conditions are located 5.2 Other workplace information is located, identified and applied

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:

- identify enterprise objectives and product range. This should include:
 - recognising enterprise labels and logos
 - identifying parent or associated enterprises
 - listing services offered
 - explaining personal contribution to achieving enterprise objectives
- identify key production sites. This may include:
 - listing key sites by name
 - locating sites on a map or stating geographical location
 - outlining their role and input to enterprise activities
 - naming key personnel and contact points
 - identifying sources of addresses, telephone numbers
- locate and explain key functions of the worksite. This should include:
 - locating and accessing key people
 - giving directions
 - following directions
 - drawing a flow diagram to identify how functions relate to each other
 - describing how each function or process contributes to enterprise objectives and product quality
- identify the role and responsibilities of own workplace. This should include:
 - locating key equipment and outlining their functions
 - locating specific work areas and outlining their functions (e.g. toilets, first aid rooms, stores, workshops and quality assurance laboratory)
 - drawing a flow diagram to depict inputs, outputs and associated processes of the work area
 - identifying key people and outlining their roles and areas of responsibility
 - outlining typical calendar of events in the workplace
- clean and maintain work area. This should include:
 - cleaning up spills and breakages without undue delay
 - using appropriate cleaning techniques
 - returning materials and equipment to designated storage areas
 - disposing of waste and rubbish according to workplace procedures
- apply personal hygiene policies and procedures with regards to:

- cleanliness
- hair tying and nets
- work clothes, uniforms (cleanliness and repairs)
- sickness
- cuts and open wounds
- eating and drinking in the workplace
- locate workplace information. This should include:
 - accessing workplace information to identify work requirements
 - completing workplace recording and documentation requirements
- apply quarantine procedures when applicable (e.g. phylloxera).

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:

- enterprise objectives
- workplace product and services range
- key production sites
- key functions and processes within the enterprise
- how each function or process contributes to product and services quality
- own workplace and site layout, roles and responsibilities
- location of work areas and key equipment
- identity, features and purpose of key equipment and work areas
- key people's roles and responsibilities
- reporting procedures and processes
- typical calendar of events
- housekeeping standards and procedures
- personal hygiene standards and procedures
- workplace information sources, updating and access requirements and procedures
- recording requirements and procedures
- workplace policy and procedures with regard to:
 - occupational health and safety (OHS)
 - equal opportunities and sexual harassment
 - quality assurance
 - discipline and grievance
 - customer service
- personal employment terms and conditions
- the threat of phylloxera to the Australian wine industry, including:
 - quarantine areas
 - affect of phylloxera on vine and wine

- steps winery and vineyard visitors can take to minimise risk of transferring infection, including:
- thoroughly removing soil from shoes and vehicles
- planning visits to phylloxera-free areas before infected vineyards
- avoiding the vineyard where possible
- wearing disposable shoes
- keeping to sealed roads and paths

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 the ability to: • identify key processes in wine production and supply • identify own role within the industry • describe the enterprise key features, functions and goals • identify own responsibilities and activities • meet housekeeping standards • identify information resources for work role.
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.
Guidance information for assessment	To ensure consistency in one's performance, competence should be demonstrated on more than one occasion over

EVIDENCE GUIDE

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.

Enterprise objectives

Enterprise objectives may include:

- mission statements
- goals
- business and brand objectives

Products

Products may include:

- grapes or grape products
- wine (all styles)
- spirits
- promotional merchandise
- wine industry supplies (e.g. bottles, stoppers and casks) and services (e.g. personnel, expertise and analysis)

Production sites

Production sites may include:

- head office functions
- production or processing plants
- vineyards
- supplier facilities
- consultancy services

Key functions

Key functions may include:

- viticulture
- cellar
- bottling
- packaging

RANGE STATEMENT	
	• warehouse and distribution • cellar door sales • marketing • human resources (personnel, training and employee relations)
Calendar of events	Calendar of events may relate to: • seasonal activity • promotional activity • key wine industry and enterprise events
Work areas	Work areas may include, but are not limited to: • service roads • vineyards • paddocks • yards • floors • walkways • storerooms • benches • rest rooms • training rooms • meeting rooms • offices
Personal employment terms and conditions	Personal employment terms and conditions includes: • pay rate as per Award or enterprise agreements (standard and overtime) • pay review schedule • working hours • training development plan • progression opportunities
Workplace information	Workplace information can include: • noticeboards • public address or paging systems • Standard Operating Procedures (SOPs) manuals • work notes • signs and notices (permanent and temporary) • telephone or contact details • emergency exits, routes and collection points • websites and email systems

RANGE STATEMENT	
	• workplace policies and procedures
Policies and procedures	Workplace policies, procedures and systems may include those relating to: • safety • quality assurance • equal opportunities • sexual harassment • customer services • awards • pay

Unit Sector(s)

Unit sector	Wine operations
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