



**Australian Government**

# **SFI30611 Certificate III in Seafood Industry (Sales and Distribution)**

**Release 4**

## SFI30611 Certificate III in Seafood Industry (Sales and Distribution)

### Modification History

Release	TP Version	Comments
4	SFI11v2.2	<i>HLTFA311A Apply first aid</i> replaced with <i>HLTAID003 Provide first aid</i>  Superseded units from <i>SIT07 Tourism, Hospitality and Events Training Package</i> replaced with new units from <i>SIT12 Tourism, Travel and Hospitality Training Package</i>
3	SFI11v1.3	<i>HLTFA301B Apply first aid</i> replaced with <i>HLTFA311A Apply first aid</i> in response to regulatory changes
2	SFI11v1.1	<i>TLID2010A Operate a forklift</i> replaced with <i>TLILIC2001A Licence to operate a forklift truck</i> in response to regulatory changes  Equivalent imported units updated  Included prerequisites in Packaging Rules
1	SFI11	Initial release

## Description

This qualification represents the competencies relevant to people working in the sales and distribution sector of the seafood industry in the capacity of a skilled employee. It is designed for more experienced employees whose work requires extensive product knowledge and some responsibility for decision-making and coordination of team activities.

They are also responsible for supervising or leading other workers/staff as part of a work team.

The qualification will have application for people working:

- for seafood wholesalers, fish markets or retailers
- for transport, storage and holding companies
- on fishing dockside or aquaculture farm gate outlets or fishout/put-and-take operations.

## Job roles

Individuals operating at this level will have a broad range of well-developed skills and the ability to adapt and transfer skills to new activities. That person will have some responsibility for decision-making and coordinating team activities. Their duties may include:

- dealing with suppliers
- handling and basic processing of seafood
- maintaining food safety, OHS and other compliance requirements
- packing, labelling, holding or storage and distribution
- temperature control, including chilling, freezing and deep freezing
- weighing, grading and quality control
- wholesale or retail sales.

Work may vary between enterprises.

Job role titles may include:

- leading factory hand
- senior seafood or fish packer
- senior seafood or fish seller
- senior seafood or fish transporter
- senior store person or supervisor.

## **Pathways Information**

### **Pathways into the qualification**

Pathways for candidates considering this qualification include:

- direct entry
- SFI20611 Certificate II in Seafood Industry (Sales and Distribution)
- vocational and tertiary studies related to seafood handling, processing and selling.

### **Pathways from the qualification**

After achieving this qualification, candidates may undertake:

- SFI40611 Certificate IV in Seafood Industry (Sales and Distribution)
- SFI40311 Certificate IV in Seafood Industry (Environmental Management).

## **Licensing/Regulatory Information**

### **Licensing, legislative, regulatory or certification considerations**

Licences for operating motor vehicles, tractors, forklifts, vessels and other plant apply to some competencies.

## **Entry Requirements**

Not Applicable

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

#### SFI30611 Certificate III in Seafood Industry (Sales and Distribution)

The following table contains a summary of the employability skills as identified by the Sales and Distribution sector for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements and may vary from one agency to another.

Employability Skill	Industry requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>• completing standard documentation</li> <li>• confirming relevant industry and workplace requirements</li> <li>• ensuring records are accurate and legible</li> <li>• establishing effective working relationships with colleagues</li> <li>• providing relevant work related information to others</li> <li>• supporting team communication practices</li> <li>• understanding personal and team requirements of relevant industry and workplace standards, regulations and policies</li> <li>• undertaking interactive workplace communication</li> <li>• using communication technologies efficiently.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• demonstrating and encouraging others in working cooperatively with people of different ages, gender, race or religion</li> <li>• explaining and implementing work team reporting requirements</li> <li>• monitoring work team tasks in accordance with regulatory and workplace requirements</li> <li>• providing support to team members</li> <li>• undertaking appropriate and effective communication with team members.</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>• assessing processes and outcomes against quality criteria</li> <li>• evaluating skill requirements of work tasks</li> <li>• identifying risks and implementing risk control measures for machinery and equipment</li> <li>• identifying and addressing problems and faults</li> <li>• implementing food safety procedures</li> <li>• providing problem-solving support to team members</li> <li>• using problem-solving techniques to determine work requirements.</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• collecting and assessing data and information on work processes</li> <li>• contributing to and promoting continuous improvement processes</li> </ul>

**EMPLOYABILITY SKILLS QUALIFICATION SUMMARY**

	<ul style="list-style-type: none"> <li>identifying non-conformances to standards and taking appropriate action</li> <li>identifying, assessing and acting on existing and potential risks</li> <li>monitoring and adjusting activities in response to operational variations</li> <li>rectifying problems promptly and appropriately</li> <li>seeking and providing feedback on procedures and processes.</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>allocating tasks to operators and monitor outcomes</li> <li>determining work requirements in order to meet output targets</li> <li>ensuring work tools are ready and available for operations</li> <li>identifying priorities and variables that impact on work planning</li> <li>implementing contingency plans promptly when incidents occur</li> <li>planning work tasks for self and others as required.</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>conducting regular housekeeping activities during shift to keep work area clean and tidy at all times</li> <li>identifying and applying safety procedures, including the use of personal protective equipment (PPE)</li> <li>maintaining currency of relevant, work-related information</li> <li>managing own work to meet performance criteria</li> <li>managing work load priorities and timelines</li> <li>monitoring information in work area</li> <li>monitoring own work against quality standards and identifying areas for improvement.</li> </ul>
Learning	<ul style="list-style-type: none"> <li>asking questions to expand own knowledge</li> <li>assessing competencies in meeting job requirements</li> <li>maintaining skill and knowledge currency</li> <li>participating in meetings to inform work practices</li> <li>recognising limits of own expertise and seeking skill development if required.</li> </ul>
Technology	<ul style="list-style-type: none"> <li>monitoring machine operations</li> <li>performing minor maintenance on machinery</li> <li>using work machines or equipment in correct operational mode</li> <li>working with technology safely and according to workplace standards.</li> </ul>

**Packaging Rules****Packaging Rules**

A total of eighteen (18) units of competency must be achieved.

- four (4) core units **plus**
- three (3) sales and distribution specialist elective units (Group A) **plus**
- eleven (11) elective units that may be selected from a combination of:
  - Group A sales and distribution specialist units not yet selected for this qualification
  - Group B elective units
  - imported units from this Training Package or from any other nationally endorsed Training Package or accredited course. A maximum of four (4) units can be imported, however, at least two (2) of those units must be aligned to Certificate III or IV level. Units must be relevant to seafood sales and distribution and not duplicate units already selected.

### Core units of competency

Unit code	Unit title
SFICORE101C*	Apply basic food handling and safety practices
SFICORE103C	Communicate in the seafood industry
SFICORE105B	Work effectively in the seafood industry
SFICORE106B	Meet workplace OHS requirements

*\* Note: SFICORE101C is not a required unit for operations that are growing or holding species not destined for human consumption. This includes ornamental or display species, stock for pearls, and stockers for conservation purposes. The unit FDFOP2063A Apply quality systems and procedures, is to be used in its place.*

### Elective units of competency

#### Group A: Sales and distribution specialist units

Unit code	Unit title
SFIAQUA315A	Oversee emergency procedures for on-land operations
SFIDIST301C	Wholesale product
SFIEMS301B	Implement and monitor environmentally sustainable work practices
SFIFISH209C	Maintain the temperature of seafood
SFIOHS301C	Implement OHS policies and guidelines

Unit code	Unit title
SFISTOR301C	Operate refrigerated storerooms
FDFFS2001A	Implement the food safety program and procedures
FDFFS3001A	Monitor the implementation of quality and food safety programs* <i>FDFFS2001A Implement the food safety program and procedures</i>
SIRXMGT001A	Coordinate work teams

**Group B: Other elective units****Aquaculture operations**

Unit code	Unit title
SFIAQUA205C	Feed stock
SFIAQUA206C	Handle stock
SFIAQUA209C	Manipulate stock culture environment
SFIAQUA213C	Monitor stock and environmental conditions
SFIAQUA221A	Control predators and pests
SFIAQUA222A	Control diseases

**Occupational health and safety**

Unit code	Unit title
HLTAID003	Provide first aid

**Quality assurance, food safety and environmental management**

Unit code	Unit title
BSBRSK401A	Identify risk and apply risk management processes
FDFTEC3001A	Participate in HACCP team*



Unit code	Unit title
	<i>FDFFS2001A Implement the food safety program and procedures</i>
SFIEMS401B	Conduct an internal audit of an environmental management system

### Retail operations

Unit code	Unit title
SIRXCCS201	Apply point-of-sale handling procedures
SIRXCCS202	Interact with customers
SIRXCCS304	Coordinate interaction with customers
SIRXFIN201	Balance and secure point-of-sale terminal
SIRXICT001A	Operate retail technology
SIRXINV002A	Maintain and order stock
SIRXMER303	Coordinate merchandise presentation
SIRXWHS302	Maintain store safety
SIRXRSK002A	Maintain store security
SITXMPR402	Create a promotional display or stand

### Seafood processing

Unit code	Unit title
SFIDIST201C	Prepare, cook and retail seafood products
SFIDIST202C	Retail fresh, frozen and live seafood
SFIPROC101C	Clean fish* <i>SFIPROC106B Work with knives</i>
SFIPROC102C	Clean work area
SFIPROC105B	Fillet fish and prepare portions*

Unit code	Unit title
	<i>SFIPROC106B Work with knives</i>
SFIPROC106B	Work with knives
SFIPROC201C	Head and peel crustaceans
SFIPROC202C	Process squid, cuttlefish and octopus
SFIPROC203C	Shuck molluscs
FDFOP2010A	Work with temperature controlled stock

### Seafood transport and storage

Unit code	Unit title
SFISTOR202C	Receive and distribute product
SFISTOR203C	Assemble and load refrigerated product
SFISTOR204A	Prepare, pack and dispatch stock for live transport
SFISTOR205A	Prepare, pack and dispatch non-live product
SITXINV201	Receive and store stock
SITXINV202	Maintain the quality of perishable items
SITXINV401	Control stock
TLIA2009A	Complete and check import/export documentation
TLID2013A	Move materials mechanically using automated equipment
TLID1001A	Shift materials safely using manual handling methods
TLID2004A	Load and unload goods/cargo
TLILIC2001A	Licence to operate a forklift truck

### Business services

Unit code	Unit title
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Unit code	Unit title
BSBADM311A	Maintain business resources
BSBCUS301B	Deliver and monitor a service to customers
BSBFIA301A	Maintain financial records
BSBFIA302A	Process payroll
BSBFIA303A	Process accounts payable and receivable
BSBFIA401A	Prepare financial reports
BSBINM301A	Organise workplace information
BSBITU306A	Design and produce business documents
BSBITU307A	Develop keyboarding speed and accuracy
BSBITU309A	Produce desktop published documents
BSBRKG304B	Maintain business records
BSBSUS201A	Participate in environmentally sustainable work practices

### Frontline management

Unit code	Unit title
BSBFLM303C	Contribute to effective workplace relationships
BSBFLM306C	Provide workplace information and resourcing plans
BSBFLM309C	Support continuous improvement systems and processes
BSBFLM311C	Support a workplace learning environment
BSBINN301A	Promote innovation in a team environment
BSBITU305A	Conduct online transactions
BSBRES401A	Analyse and present research information
BSBRKG402B	Provide information from and about records
BSBWOR301B	Organise personal work priorities and development

**Training and assessment**

<b>Unit code</b>	<b>Unit title</b>
TAEASS301B	Contribute to assessment
TAEDEL301A	Provide work skill instruction