



Australian Government

SITHCCC104 Package prepared foodstuffs

Release 1

SITHCCC104 Package prepared foodstuffs

Modification History

The version details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Version	Comments
1.0	E Replaces and is equivalent to SITHCCC030A Package prepared foodstuffs. Re-worked Elements, Performance Criteria, Required Skills and Knowledge to more fully articulate content. One prerequisite unit removed. SITXFSA101 Use hygienic practices for food safety retained as a prerequisite.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to package and label prepared foodstuffs for storage and transportation. It requires the ability to check the quality of food and select correct packaging materials.

Application of the Unit

This unit applies to all hospitality and catering organisations which prepare, package and label food. This could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in-flight and other transport caterers, and event and function caterers.

It applies to operational personnel in kitchens and catering facilities who work with very little independence and under close supervision. They apply little discretion and judgement because they follow predefined organisational procedures to report any discrepancies to a higher level staff member for action.

Licensing/Regulatory Information

Food businesses which produce pre-packaged food items must comply with the legal requirements for labelling contained within the Food Standards Australia New Zealand (FSANZ) Act and the Australia New Zealand Food Standards (ANZFS) Code (the Code).

Pre-Requisites

This unit must be assessed after the following prerequisite unit:

SITXFSA101	Use hygienic practices for food safety
------------	--

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

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.

- | | |
|---|---|
| 1. Select food and packaging materials. | 1.1 Check and select food that meets requirements for packaging.
1.2 Refer problems with food to a higher level staff member for action.
1.3 Select <i>packaging materials</i> appropriate for specific foods, storage or transport requirements and organisational procedures. |
| 2. Package and label foods. | 2.1 Package food items using <i>appropriate packaging</i> according to organisational specifications.
2.2 Label foods according to <i>label specifications</i> .
2.3 Follow organisational food safety procedures for packaging food.
2.4 Ensure that food items are not contaminated during the packaging process.
2.5 Adhere to food safety <i>environmental requirements</i> for the food packaging area. |

Required Skills and Knowledge

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

Required skills

- communication skills to report and discuss problems about the quality of food with supervisors
- literacy skills to:
 - read and comprehend label specifications and organisational food safety procedures for packaging food
 - write accurate details on food labels for packaged foods
- numeracy skills to calculate quantities of food items and packaging materials for particular jobs
- problem-solving skills to identify problems with food quality and make reports
- teamwork skills to work with supervisors to fix problems with quality of food
- technology skills to use food packaging and labelling equipment.

Required knowledge

- quality criteria for food to be packaged:
 - correct portion size
 - currency of shelf-life
 - freshness
 - visual appeal
- key contents of labelling guidelines and specifications determined by:
 - the Code
 - local, state or territory regulations
 - the organisation
- meaning, as defined by the Code, of:
 - contaminant
 - contaminated food
 - potentially hazardous foods
- environmental requirements for the packaging area to avoid food contamination
- contents of the organisational food safety procedures for packaging food
- characteristics and uses of different packaging materials
- packaging requirements for specific food types.

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

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- check the quality and package and label a diverse range of foodstuffs
- select and use suitable packaging materials and methods for a range of food types
- demonstrate knowledge of:
 - the environmental requirements for the packaging area
 - the contents of the organisational food safety procedures and labelling specifications for packaging food
 - package foodstuffs within commercial time constraints.

Context of and specific resources for assessment

Assessment must ensure use of:

- an operational commercial kitchen with the fixtures, large and small equipment and workplace documentation defined in the Assessment
- Guidelines; this can be a:
 - real industry workplace
 - simulated industry environment such as a training kitchen servicing catering orders
- packaging materials and catering equipment
- packaging labels
- a diverse range of foodstuffs in commercial quantities to be packaged
- current commercial label specifications and food safety procedures for packaging food.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct observation of the individual packaging and labelling foods
- inspection of items packaged by the individual
- written or oral questioning to assess knowledge of:
 - environmental requirements for packaging areas

- food safety procedures for packaging food
- labelling specifications
- characteristics and uses of different packaging materials
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the individual.

Guidance information for assessment

The assessor should design integrated assessment activities to holistically assess this unit with other units relevant to the industry sector, workplace and job role, for example:

- BSBSUS201A Participate in environmentally sustainable work practices
- BSBWOR202A Organise and complete daily work activities
- BSBWOR203B Work effectively with others
- SITXFSA201 Participate in safe food handling practices
- SITXFSA202 Transport and store food
- TLIE1005A Carry out basic workplace calculations.

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.

Requirements may include appropriate:

- microbiological condition
- portion size
- quality
- shelf life.

Packaging materials may include:

- aseptic packaging
- cartons
- metal or plastic trays
- plastic cling wrap
- plastic or foil containers
- polystyrene foam
- recyclable packaging materials.

Appropriate packaging may be:

- aseptically treated
- capable of protecting food from damage
- environmentally appropriate
- non-contaminating
- of appropriate dimensions for selected food
- stackable and transportable
- visually appropriate to functional need.

Label specifications may involve:

- guidelines and specifications determined by:
 - ANZFS Code
 - local, state or territory regulations
 - the organisation.

Environmental requirements relate to:

- checking and ensuring temperature control
- cleaning and sanitising:
 - packaging area
 - packaging equipment
 - recyclable packaging materials
- protecting food from contaminants, including pests and foreign objects.

Unit Sector(s)

Hospitality

Competency Field

Commercial Cookery and Catering